



Shropham Village Hall

Annual Trustees Report

1 April 2022 – 31 March 2023

Registered Charity No: 304062
Registered Charity Name: Shropham Recreation Ground and Village Hall
Address: Rocklands Road, Shropham, Norfolk. NR171DU
Trustees: See Annex A

Public Benefit Statement

The Charity exists to:

1. Provide a Village Hall for the use of the inhabitants for the Parish of Shropham in the County of Norfolk without distinction of political, religious, or other opinions including use for events, meetings, lectures, and classes.
2. Provide a location for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
3. The Management Committee confirm they have complied with the duty in Part 1, Chapter 1, Section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on the 'public benefit requirement'.

Summary of Activities

2022/23 has been an improved year post the turbulence of COVID-19 and thanks must be recorded to Sandra and her team of Officers whose stewardship and successful grant applications kept the Hall afloat through the uncertainty of the pandemic, I must also thank them for their collective efforts in handing over the Chair, Secretary and Treasurer Officer roles to myself, Jeni, and Ed respectfully.

I am pleased to report the calendar is filling up with the return of Bowls, Dance classes, Parties, Christenings and hopefully some Weddings through the summer months, there are not many days when the Hall isn't in use.

Morley Youth FC have continued to utilise the sports pitches and I must add it's fantastic to see so many matches being played after a period of such quiet, again, thanks must be placed on record for our wonderful volunteers who run the 'coffee shop' providing much needed refreshments to the exasperated parents and supporters.

We look forward to our first real community event since the outbreak of COVID-19 coming together to celebrate the Queens platinum Jubilee in little over 3 weeks' time, (3rd June @ 1400), it has been heart-warming to have such generous support of the committee, community, and local businesses for this endeavour, hopefully the weather will be as kind, and we can all enjoy the extra-long weekend!

You may have noticed a new sapling (Oak tree) appeared in the corner of the field, this is part of the Jubilee celebrations and the Queen's Green Canopy campaign, more to follow on the day, but I

would like to record our gratitude to Andy Thornton for his kind donation towards this Jubilee project!

We have continued with carrying out minor repairs and improvements as and where required to keep the hall in good order.

The damage to the railing outside the entrance is in hand, the insurance company have been unsurprisingly slow in approving the work but have now authorised rectification and hopefully the builders will complete this very shortly.

We welcomed a few new faces to the Village and both Hall and Sayers Bar Committees, that said, there is always room for more...as a legality of the AGM process, we will be re-electing Officers and Committee members shortly, if you would like to become more involved, please join us.

The Village Hall has an excellent and supportive committee who are as follows.

Chair: Brian Slinn

Secretary: Jeni Slinn

Treasurer: Ed Howe

Along with Committee members; Andy Barnes, Alyson Brett, Sandra Chapman, David Leonard, Graham Negus, Jackie Osborne, Richard Osborne and Lynn Wallace.

I would like to thank the above people for their support and the time and effort that they have put into their respective roles.

On behalf of the Trustees.

Brian Slinn, Chair of the Management Committee

Date 10th May 2023

Object and Activities

The object of the charity is to develop and maintain Shropham Village Hall for the benefit of the Village community, working to promote the intellectual, social, and physical welfare of the inhabitants of Shropham irrespective of their race, creed, colour, or physical ability.

The principal activities of the charity are therefore focused on:

1. Ensuring the availability of the hall, its grounds and range of associated facilities and equipment in a safe, serviceable, and attractive condition for users
2. Working with users and user groups to host a wide variety of activities – including use for events, meetings, lectures, and classes, and for other forms of recreation and leisure time occupation.

These activities together are intended to improve the conditions of life within the local community.

Governance and Management

In accordance with the Charity's constitution, the Charity is managed by a Management Committee of behalf of the board of Trustees (Shropham Parish Council) confirmed at an open meeting of villagers each year – the Shropham Village Hall Annual General Meeting – or otherwise as may be co-opted between these meetings by a majority of Committee Members.

The number of Committee Members at any time is as agreed by the Trustees who may vary the provision of the constitution by majority; the principle being that Management Committee comprise three (or more by agreement) Office holders together with nominees from the Village Hall's main user groups. The Trustees for 2022/23 are identified at Annex A in accordance with Charity Commission requirements.

The Management Committee have collective responsibility for management of the charity and decide together on all commitments. Decisions are made by the Committee at meetings of the Committee which comprises the Officers, Committee Members and any specific advisors, experts or other volunteers as may be invited by the Committee from time to time to assist the Committee in the management of the Charity.

The Committee have put in place a set of processes and procedures for operating and managing the Village Hall and its facilities. These are available to users on a bespoke area of the Shropham Village Hall website, accessible to all. The Committee follow a process for the review of safety risks and regular safety and maintenance inspections.

During 2022/23 the Officers of the Charity were:

- **Chairperson** – leading meetings, external relationships and funding and managing Hall maintenance.
- **Secretary** – arranging and recording meetings, managing correspondence and liaison with Sayer's Bar Committee.
- **Treasurer** – maintaining Hall accounts and monetary assets, managing creditors and debtors.

Financial Overview (Reporting Period 1 April 2022 – 31 March 2023)

The Charity prepares accounts on the receipts and payments basis. The policy is to maintain a minimum cash reserve equivalent to 2 Years operating cost. In addition, a separate maintenance fund may also be accrued for specific purposes such as to replace time limited equipment or invest for the betterment of the Hall. Full details are contained within the halls Financial Management Policy.

Audited accounts for the year ending 31 March 2023 are at Annex B

COVID-19 has had a continuing but reducing effect from a trading point of view but a steady income from hires was achieved through the year.

At the end of the year, we had a total of £41,980.13 in the bank with an additional £5266.85 in a separate account allocated as a maintenance fund.

Future Plans

Subject to comment at the Annual General Meeting and endorsement by the Management Committee, the following are proposed as specific actions for 2023/24.

1. To redecorate the Hall and Sayer's Bar areas.
2. To replace the Sayer's Bar cellar door
3. To install CCTV in the Village Hall
4. To purchase replacement outside patio seating
5. To continue with minor repairs and improvements as and when required.

Annex A - Appointment of Trustees

In accordance with the Charity's Constitution, a Management Committee to operate on behalf of the Village Hall Trustees (Shropham Parish Council) are appointed by means of an open meeting of Villagers each year – the Village Hall Annual General Meeting – or otherwise may be co-opted between these meetings by a majority of Committee Members. The number of Committee Members at any time is as agreed by the Committee who may vary the provision of the Constitution by majority; the principle being that Management Committee comprise Three (or more by agreement) Office holders together with nominees from the village's main user groups.

Trustees

The following Parish Council Members were Trustees of the Charity during 2022/23:

Parish Council Chair:	David Napier
Parish Council Deputy:	Andy Thornton
Parish Council Clerk:	Jo Blackman
Councillors:	Cliff Allen
	Leslie Brown
	Ed Howe (Resigned April 2022)
	Amy Negus (Resigned April 2022)
	Peter Bush

Management Committee

Chair	Brian Slinn
Secretary	Jeni Slinn
Treasurer	Ed Howe
Committee Members	Andy Barnes
	Alyson Brett (Joined at AGM May 2022)
	Sandra Chapman (Resigned at AGM May 2022)
	David Leonard
	Graham Negus (Resigned at AGM May 2022)
	Jackie Osborne (Resigned at AGM May 2022)
	Richard Osborne (Resigned at AGM May 2022)
	Lynn Wallace (Joined at AGM May 2022)

User Groups

Representation is sought / welcomed from the following key (non-commercial) user groups:

- Sayer's Bar
- Morley Youth Football Club
- Shropham Short Mat Bowls Club
- Shropham Pool & Darts Teams
- Shropham Cribbage Team

Annex B - Income and Expenditure Account

Shropham Village Hall - Registered Charity No. 304062

The Charity's reporting period is 1 April to 31 March.

The Charity prepares accounts on the receipt and payment basis. The policy on reserves is to maintain a minimum cash reserve equivalent to 2 years operating cost. A maintenance fund is also established to fund the replacement of time limited equipment and structural items. The Charity holds no funds as custodian trustee on behalf of others.

The audited accounts for the year to the 31 March 2023 are presented below:

Community Account – 0806803 Summary of Activity

			Year to 31/03/2023	Year to 31/03/2022	Year to 31/03/2021
			£	£	£
INCOME	Hire of Hall		15,657.00	14,842.35	1,211.00
	Hire of field		660.00	0.00	490.00
	Fund raising		637.00	0.00	0.00
	Donations & grants		0.00	0.00	18,197.45
	Rent from Sayers Bar *		5,683.34	2,292.00	1,250.00
	Bowls Club contribution		601.63	~	~
	Events		1,995.00	-39.37	0.00
	F.I.T Payments		762.72	~	~
		Total	25,996.69	17,094.98	21,148.45
EXPENDITURE	Repairs & Maintenance**		2,192.02	3,460.31	856.39
	Purchases		6,809.22	~	~
	Utilities & Insurance		4,561.18	3,114.99	1,844.63
	Grounds maintenance		1,015.72	1,215.27	1,046.40
	Rates & Licenses		560.44	~	~
	Events expenses		1,151.02	~	~
	Other property		0.00	296.56	-86.97
	Other		0.00	0.00	0.00
		Total	16,289.60	8,087.13	3,660.45
SURPLUS IN YEAR			9,707.09	9,007.85	17,488.00
BANK DETAILS	Community Acc No: 90806803	At start of year	32,273.04	23,265.19	5,777.19
		Surplus	9,707.09	9,007.85	17,488.00
		End of year balance	41,980.13	32,273.04	23,265.19
	Maintenance Acc No: 13555453	At start of year	6,930.81	6,430.16	5,227.70
		End of year balance	5,266.85	6,930.81	6,430.16
		Total assets end of year	47,246.98	39,203.85	29,695.35

*Includes monthly £50 contribution to maintenance fund for year to 31/03/23

**Includes combined Hall / Bar monthly £100 standing Order payments to maintenance fund for year 2022/23.

Maintenance Account – 13555453 Summary of Activity

			Year to
			31/03/23
			£
INCOME	Contributions from SVHMC and Sayers Bar		1,200.00
	Football refreshments		1,145.00
	Interest		12.05
	Other		10.00
		Total	2,367.05
OUTGOINGS	Maintenance / Repairs		3,031.01
	Purchases		1,000.00
		Total	4,031.01
SURPLUS IN YEAR			-1,663.96
BANK DETAILS		At start of year	6,930.81
		Surplus	-1,663.96
		End of year balance	5,266.85

Liquid assets were broadly in line with the trustee's policy of maintaining a minimum of 2 years of operating costs plus a maintenance fund for capital equipment replacement and repairs relating to time limited structural items.

Annex C – Independent examiners Report to the Trustees of Shropham Village Hall Management Committee for the Year Ended 31 March 2023

I report to the trustees on my examination of the accounts of Shropham Village Hall Management Committee (the charity) for the year ended 31 March 2023 showing a surplus for the year of £25,996.69.

Responsibilities and basis of report

As the Management Committee, operating on behalf of the Trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed



Date

27.1.2024

Jacqueline Clarke FCCA
Adepta Limited
Unit 6, Hill Farm
Kiry Road, Kirby Bedon
Norwich NR14 7DU