



Shropham Village Hall

Annual Trustees Report

1 April 2023 – 31 March 2024

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

2023/24 has brought mixed results for the Village Hall, the cost-of-living crisis has seen a significant rise in utilities and regular invoices and a reducing number of private hire bookings received, this has been countered by the ongoing support of our regular hirers (Dance Inspiration, Shropham Short-Mat Bowls Club). Their support has allowed the Village Hall to maintain a lower hire cost to the public.

Thanks, must be recorded to my team of Officers and Committee volunteers whose stewardship and unwavering support kept the Hall operating at the high standard we strive to maintain.

As the cost-of-living crisis is starting to show signs of reducing, I am pleased to report the calendar is filling up into 2024/25 with the return of Parties, Christenings and hopefully some Weddings through the summer months, hopefully we will be reporting an improved picture next year.

Morley Youth FC have continued to utilise the sports pitches, signing a long-term exclusivity lease (10 years) and Rocklands Youth FC are utilising the facilities throughout the summer months for Training, the Village Hall has adjusted the parking facility to maintain access to the field via both East and West gates. Additional maintenance work is required to improve the over-flow parking in the field.

We have dipped our toes into additional fund-raising events this year, hosting 2 fantastic community events; 'Pamper Evening' and the 'Christmas craft fair & community event' both proved extremely popular raising much appreciated funds and requests for repeat events this year. Bri's Big Fat Quiz continues to gain support, now hosted quarterly, it is quickly sold out, again creating

an opportunity for the local community to get together whilst raising funds for the Hall and Sayers Bar. I would like to publicly thank all volunteers involved in making these events a success and we are always open to ideas for more events in the future.

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

We continue to welcome new residents to the Village and both Hall and Sayers Bar Committees have had new members to their respective 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, Louise Tingley, Simon Tingley 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 13th May 2024

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 2023/24 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 2023/24 the responsibilities of 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 2023 – 31 March 2024)

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 2024 are at Annex B.

The cost-of-living increases, felt across the Country, has had a reducing effect from a private event trading point of view but a steady income from regular hires was achieved through the year.

At the end of the year, we had a total of £45,474.11 in the bank with an additional £7,248.00 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. Maintenance work to improve the entrance to the field via both East & West gates.
2. To install decoration hanging hooks in the Hall.
3. To replace external notice boards and install new board at rear of Hall.
4. To install additional CCTV cameras in Kitchen, Bar area and Hall Storeroom.
5. To purchase replacement outside patio seating.
6. To purchase projector & suitable lockable storage unit for all electronic equipment.
7. 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 2023/24:

Parish Council Chair:	David Napier
Parish Council Deputy:	Andy Thornton
Parish Council Clerk:	Jo Blackman
Councillors:	Cliff Allen
	Leslie Brown
	Peter Bush
	Wayne Linge (Elected to Council Dec 2023)

Management Committee

Chair	Brian Slinn
Secretary	Jeni Slinn
Treasurer	Ed Howe
Committee Members	Andy Barnes
	Alyson Brett
	Louise Tingley (Joined AGM May 2023)
	Simon Tingley (Joined June 2023)
	Lynn Wallace (Resigned in June 2023)

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 2024 are presented below:

Community Account – 90806803 Summary of Activity

			Year to 31/03/2024	Year to 31/03/2023	Year to 31/03/2022	Year to 31/03/2021
			£	£	£	£
INCOME	Hire of Hall		17,234.25	15,657.00	14,842.35	1,211.00
	Hire of field		2,980.00	660.00	0.00	490.00
	Fund raising		660.00	637.00	0.00	0.00
	Donations & grants		230.00	0.00	0.00	18,197.45
	Rent from Sayers Bar *		6,000.00	5,683.34	2,292.00	1,250.00
	Bowls Club contribution		490.33	601.63	~	~
	Events		434.00	1,995.00	-39.37	0.00
	F.I.T Payments		574.71	762.72	~	~
		Total	28,603.29	25,996.69	17,094.98	21,148.45
EXPENDITURE	Repairs & Maintenance**		5,720.50	2,192.02	3,460.31	856.39
	Purchases		4,429.58	6,809.22	~	~
	Utilities & Insurance		12,229.23	4,561.18	3,114.99	1,844.63
	Grounds maintenance		1,901.59	1,015.72	1,215.27	1,046.40
	Rates & Licenses		481.45	560.44	~	~
	Events expenses		256.96	1,151.02	~	~
	Other property		0.00	0.00	296.56	-86.97
	Other		90.00	0.00	0.00	0.00
		Total	25,109.31	16,289.60	8,087.13	3,660.45
SURPLUS IN YEAR			3,493.98	9,707.09	9,007.85	17,488.00
BANK DETAILS	Community Acc No: 90806803	At start of year	41,980.13	32,273.04	23,265.19	5,777.19
		Surplus	3,493.98	9,707.09	9,007.85	17,488.00
		End of year balance	45,474.11	41,980.13	32,273.04	23,265.19
	Maintenance Acc No: 13555453	At start of year	5,266.85	6,930.81	6,430.16	5,227.70
		End of year balance	7,248.00	5,266.85	6,930.81	6,430.16
		Total assets end of year	52,722.11	47,246.98	39,203.85	29,695.35

*Includes monthly £50 contribution to maintenance fund for year to 31/03/24

**Includes combined Hall / Bar monthly £100 standing Order payments to maintenance fund for year 2023/24.

Maintenance Account – 1355453 Summary of Activity

			Year to 31/03/24	Year to 31/03/23
			£	£
INCOME	Contributions from SVHMC and Sayers Bar		1,200.00	1,200.00
	Football refreshments		626.10	1,145.00
	Interest		77.51	12.05
	Other		77.54	10.00
		Total	1,981.15	2,367.05
OUTGOINGS	Maintenance / Repairs		0.00	3,031.01
	Purchases		0.00	1,000.00
		Total	0.00	4,031.01
SURPLUS IN YEAR			1,981.15	-1,663.96
BANK DETAILS	At start of year		5,266.85	6,930.81
	Surplus		1,981.15	-1,663.96
	End of year balance		7,248.00	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 2024

{To be inserted on receipt of Audit report}