

# NORK COMMUNITY ASSOCIATION

## Management Committee Report

### continued 2023/4

Due to a lack of active Committee members our monthly meetings have been difficult to organise although Simon and myself have taken on a multitude of tasks, even to the extent of removing cobwebs and dust from the stage curtains and drapes. This is not to say we have acted completely alone as communication is always made with other members of the Management Committee before a major decision is made. As well as my duties as Chairman I have been the acting Secretary, Booking Secretary and also lone House Committee member. However, I believe that along with the help of Simon, the year end has found us to be in a strong position, financially and legally. This is not to undermine the great help that Chrissy has given, over and above her role of Minute Secretary, with administration paperwork. Also to be mentioned for helping me with the workload were Kelly who has stepped in at times with the bookings and along with Lisa, has been on call for emergencies within the halls. Rob, Eddy, Glen, Massa and Nelu have also assisted when needed. Thanks to all.

All of our legal obligations have been fulfilled being; appointment of Trustees with Copley Clarke Solicitors in the High Street, Insurance for the entire premises, Safeguarding Policy, Alcohol Licence (which also includes other licensable activities) and ongoing work to obtain an E.I.C.R. certificate which is a statutory obligation and can result in a large fine and/or prison sentence if not done, also our fire safety certificate. A discussion was had with our insurers who commented that whilst we would be insured if e-scooters caused damage to the property, reimbursement would be claimed from the owner.

I don't believe the Bookings could have gone any better with more than 20 weekly hires and parties practically every weekend. It's estimated that approximately 30,000 people have stepped foot in the halls. Every one of these parties has to be communicated with on multiple occasions before they book, usually having to be shown around and on the day of hire, let in and locked up afterwards. Our regular hires all have their own key for which they pay a deposit. Many meetings with the Council Polling Officials have resulted in the premises being used for the first time as a Polling Station on the 2<sup>nd</sup> May 2024.

The work completed in this period is as usual; regular maintenance and repairs, drains and gutters cleared, windows cleaned, paint refreshed in the main hall, removal and repair of stage curtain drapes, heating maintenance, gas safety, lighting, car park lighting, car park weed control and cleaning, concrete path repair front & rear, grass cutting, tree pruning, conifer and root removed, the stage was made safer by counter sinking nails and applying a sealant, car park bollards were installed. As we constantly have complaints from some that the hall/s are too hot or from others too cold, portable fans and heaters have been purchased.

A major project was to install a 'green room' which leads down from the stage for acts to have a comfortable area to dress with their own toilet facilities. This room can also be hired

and utilised by others. It was finished one day before 'Elvis' performed on the stage and he was highly delighted as were other acts who followed.

If I've left anything or anybody out or doubled up with the earlier interim report then it's unfortunate but there was a lot of work done and a lot to remember.

*Norman*

9 The Spinney

Epsom

Surrey

30<sup>th</sup> April 2024

## **Nork Community Association – Accounts**

I have reviewed the accounts of the Association for the year ending

31<sup>st</sup> December 2023. In making this review I have:

1. Compared the accounts with the book keeping records held by the Treasurer.
2. Checked that the bank statements agree with these records
3. Examined a sample of invoices for expenditure items

Nothing has come to my attention that would give me cause to doubt the veracity of the accounts or to question the way in which the books have been kept.

Gary Mann

Management Consultant

## NORK COMMUNITY ASSOCIATION

### Income & Expenditure Account for the twelve months to 31 December 2023

	2023 £	2022 £
<b>INCOME</b>		
Hire Income	76,491.57	87,129.29
Hire Refunds	10,322.50	10,762.00
Net Income from Hire	66,169.07	76,367.29
Sports & Social Sections	7,415.50	5,440.00
Sundry Income	0.00	682.60
Interest Received	888.24	143.20
<b>TOTAL INCOME</b>	<b>74,472.81</b>	<b>82,633.09</b>
<b>OPERATING EXPENSES</b>		
Council Tax	181.76	363.52
Maintenance & Repairs	26,310.38	16,513.81
Cleaning & Wages	7,040.48	6,516.13
Utilities	4,048.06	2,763.90
Sundry Expenses	292.09	5,357.50
Refurbishment	0.00	0.00
Transfer to NPSC	27,304.38	58,000.00
Bank Charges	<u>73.16</u>	<u>77.68</u>
<b>TOTAL OPERATING EXPENSES</b>	<b>65,250.31</b>	<b>89,592.54</b>
<b>NET INCOME OVER EXPENDITURE</b>	<b>9,222.50</b>	<b>(6,959.45)</b>

## BALANCE SHEET

Year ending 31 December 2023

	£		£
<b>CAPITAL ACCOUNT</b>	111,137.00	<b>FIXED ASSETS</b>	
Add profit for year	<u>9,222.00</u>	Building	35,400.00
	120,359.00		
		<b>CURRENT ASSETS</b>	
		Current A/C	23,097.00
		Deposit A/C	61,280.00
		Investment A/C	582.00
		Petty Cash	<u>0.00</u>
			<b>120,359.00</b>