PLEASE READ and RETURN

NORK COMMUNITY ASSOCIATION
A.G.M. 25th MARCH 7pm

MANAGEMENT COMMITTEE REPORT
March 2025 - March 2026
Prepared by Norman Hodkinson
Chairman

First I wish to welcome all of the new members who have automatically joined the Association when gaining membership of the Social Section known as the Nork Village Club. I will give a very brief outline of the Association.
It was conceived in 1952 by a small band of dedicated local people who wrote the initial rules and organised community events from home. In 1962 a lease was acquired from the then Banstead Council and permission granted for the Centre, we now use, to be built. Where the money came from I've no idea. A constitution was written which has been updated many times to adhere to ever increasing changes to rules and regulations. Some time later permission was granted for a private members' bar to operate on the premises which is still in what we now call the meeting room.
Strict rules were put in place by the licensing authority and we are now under the supervision of Reigate and Banstead Council. I know that some members are confused as to what are perceived as club rules that can be ignored, in particular with non-members gaining entry and purchasing alcohol, but these are mandatory conditions for our alcohol licence.
Any member can apply to run a Section which is of benefit to other members, or local non-profit making organisations can apply to join and become a Constituent Body. All Sections and Constituent Bodies can appoint one member to sit on the Management Committee as can the local Council.

Whilst I have been doing the Chairman's job as well as acting Secretary, Bookings Secretary, Ione House Committee member as well as being a Trustee for the land and the building, I will report on all of these issues as one.

Something that has taken nearly two years to complete is the registration of the Trustees for the land, when it did finally arrive from the solicitors there was a spelling mistake on one of the three names, we are still waiting for the Land Registry to get back to us.

The Protection of Premises Act 2025 commonly known as 'Martyn's Law' came into force in April 2025, we believe that the criteria has been addressed and all sections and hires have been made aware of their responsibilities also.

A very time-consuming item is the Councils Asset Transfer Scheme, at the time of writing this is still ongoing and I thank all of those who have been involved in this process, in particular Paul Davey, Martin Briggs, Simon Birch and our two Councillor's George Hinton and Peter Harp.

Our statutory duties are up to date being: Insurance, Electrical EICR and PAT Tests, Fire Safety and Alarms, Gas Safety, Alcohol licence.
The gaming machines and music licence are the responsibility of the Social Section.

Work carried out in the past 12 months has included removal and cleaning of all of the stage drapes; painting the stage area; varnishing the stage floor after counter sinking all nails and creating about 6 sq m of extra space on the stage. With the help of Lisa all drapes were rehung - thank you Lisa.

Railings were constructed along the front of the building and the steps rebuilt making for a safer and more secure space and with the help of Massa some remedial work performed.

Trees were donated by Surrey County Council which were planted at the side of the building with the help of Massa along with some re-turfing.

Some work has been carried out by Nelu (who is the husband of Ellie the lady who has the catering van in our car park). This has included helping to move curtain poles on the stage which have been in situ for more than 60 years, extensive work on the front doors plus many other minor issues which are constantly arising on a building of this nature. Thank you Nelu.

The rear of the building had new facias and soffits along with a new roof to the outside canopy which is accessed from the hall fire exit. Also the curved facia and soffit at the rear was painted.

One of the fold-down posts at the entrance to the car park, which wasn't fit for purpose, was damaged and unsafe so was removed and filled in with concrete.

After liaising with the Social Section it was agreed that new front doors would be installed to the club along with fire exit doors to the rear and windows to the front, which was paid for by the Association with the Social Section footing the bill for the entry and exit system.

We appeared to be using an extraordinary amount of paper hand towels in our toilets so commercial hot air hand dryers were acquired and installed by Glen.

Other work undertaken during the year was many trips to the boiler room to keep the heating going with the help of Rob; a few lighting problems with the help of Glen; Christmas decorations installed by me and later removed and stored by Lisa; minor repairs to the car park tarmac by Tony who did the initial work; trips to the dump by Massa with rubbish; drains unblocked by Massa; portable steps constructed by Dave with Rob's help at the latter stage, with only hours to spare for the Ben Thompson (Elvis) performance. Thanks Dave & Rob.

Our regular weekly hires in the hall are in good stead with some having to leave us for health reasons or bad attendance but always new activities coming along. The same old problems arise with complaints that the hall is too hot and for others it's too cold, the floor is too slippery or not slippery enough, there's lost property, lost keys, non payment, lighting issues, I wouldn't be surprised if there was a complaint that the toilet tissue was the wrong colour.

At present we have a regular 15 weekly activities with an estimated average footfall over 48 weeks of 18,912 that is without the 50 casual hires that were slotted in along with the filming that was organised before I went on holiday and was left in the capable hands of

Kelly, thanks Kell' and thanks for your other assistance during the year when I couldn't attend for the odd emergency or unlocking the premises for a hire. Already for this year an extra 26 bookings have been taken along with our regulars. There have been other Associations hiring the hall/s for their A.G.Ms as well as use as a venue for antique valuations, a polling station and one of our activity organisers popping in when possible with an Alzheimer's sufferer to play badminton which is something he used to enjoy.

Work discussed for the future is the construction of a disabled toilet for the Social Section; new fire exit doors for the hall and side of the stage; hall floor and lobby to be given a light sand and varnish; upgrade to the CCTV; prepare and protect both oak entrance porches and the centres front hardwood entrance doors; solar panels; LED car park lights; radiator in the green room; ladies and gents toilets need updating; the front arch needs painting as well as the pebble dash surrounding the new Social Section windows. Also under discussion is a new electricity meter.

I am happy to continue as Chairman and Bookings Secretary if elected but all of the other duties are now unsustainable for me and unless others 'step-up-to-the-plate' then I fear the Association will suffer the consequences.

My thanks to Chrissy, our minutes' Secretary, who has done more than what the job implies by putting up with my emails, phone calls and help when my laptop becomes uncooperative and again thanks to all those mentioned and my apologies if I've left anyone out. Last but by no means least a MASSIVE THANK YOU to Simon Birch our Treasurer of more than 3 decades who has been my right hand man and a massive asset to the Nork Community Association not just last year, but all the years he's been the Association Treasurer.

Norman

NORK COMMUNITY ASSOCIATION

Income & Expenditure Account for the twelve months to 31 December 2025

	2024 £	2025 £
INCOME		
Hire Income	76,043.66	49,141.28
Hire Refunds	7,989.25	
Net Income from Hire	68,054.41	
Sports & Social Sections	6,803.50	7,002.20
Sundry Income	25.00	0.00
Interest Received	1,832.95	2,105.14
TOTAL INCOME	76,715.86	58,248.62
OPERATING EXPENSES		
Council Tax	357.14	425.15
Maintenance & Repairs	14,774.30	15,794.92
Cleaning & Wages	6,294.42	6198.85
Utilities	5,483.01	4216.89
Sundry Expenses	3,960.02	4332.14
Transfer to NPSC	8,719.31	4142.66
Bank Charges	83.88	44.80
Returned deposits		2014.75
TOTAL OPERATING EXPENSES	39,672.08	37,170.16
NET INCOME OVER EXPENDITURE	37,043.78	21,078.46

CHAIRMAN

TREASURER

BALANCE SHEET

Year ending 31 December 2025

	£		£
CAPITAL ACCOUNT	157,402.00	**FIXED ASSETS**	
Add profit for year	21,078.00	Building	35,400.00
	178,480.00		
		CURRENT ASSETS	
		Current A/C	12,280.00
		Deposit A/C	130,218.00
		Investment A/C	582.00
		Petty Cash	0.00
			178,480.00

9 The Spinney

Epsom, Surrey

17th February 2026

Nork Community Association – Accounts

I have reviewed the accounts of the Association for the year ending 31st December 2025. 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

4. I questioned the Treasurer as to the reason for the significant reduction in hire income. He explained that this was a consequence of the decision by the Association to no longer hire out the Community Hall on weekends for wedding receptions and late night parties. This was due to the difficulty in securing and cleaning the building late at night and disturbance to neighbours.

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.

I make two observations that may be of interest to the Association:

a) The bulk of the Association's income comes from letting the premises. The income is recorded in the books and shown when paid into the bank. It was not clear whether or not there is an independent record of the income received based on invoices issued by the booking secretary.
b) I suggested that communications between the Officers of the Association would be better done by email rather than Whattsapp.

As is known by the Treasurer, the value of the building set out in the balance sheet, is an historic figure and has no relation to its current market value

Gary Mann

Management Consultant