

HETHERSETT VILLAGE HALL

England & Wales · Charity number 1041213

Details

Other names	HETHERSETT VILLAGE HALL MANAGEMENT COMMITTEE
Status	Registered
Legal form	Trust
Registered	1994-09-29
Register	View on the Charity Commission register

Contact

Address
Hethersett Village Hall
Back Lane
Hethersett
Norwich
NR9 3JJ

Phone 07935163888

Email hethersettvillagehall@gmail.com

Activities

Objects: VILLAGE HALL FOR THE USES OF THE INHABITANTS OF THE PARISH OF HETHERSETT IN THE COUNTY OF NORFOLK WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING THE USE FOR MEETINGS, LECTURES AND CLASSES AND FOR OTHER FORMS OF RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS

Activities: Manages and maintains a village hall for the village of Hethersett in Norfolk

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Arts/culture/heritage/science, Amateur Sport, Recreation
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** PARISH OF HETHERSETT IN THE COUNTY OF NORFOLK
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£36,909	£42,553	-	-
2024-03-31	£35,860	£46,379	-	-
2023-03-31	£32,661	£28,895	-	-
2022-03-31	£28,898	£23,531	-	-
2021-03-31	£32,098	£19,212	-	-

Trustees

Name	Role	Appointed
CHRIS MORRISS	Chair	2011-08-09
Jennifer Anne Walpole		2022-09-01
Katherine Judkins		2024-05-31
Leslie Dale		2024-05-23
Mike Barton		2016-05-31
Sarah Anne Lawrence		2020-01-01
jonathan loome		2024-05-21

HETHERSETT VILLAGE HALL

England & Wales - Charity number 1041213

Accounts

Hethersett Village Hall

Back Lane, Hethersett, Norwich, NR9 3JJ

Registered Charity No: 1041213



HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND MANAGEMENT COMMITTEE REPORT 2025

INTRODUCTION

This report is for the year ending March 2025. It has been prepared in accordance with Charity Commission Guidance by Hethersett Village Hall Management Committee who are the Trustees for the hall. Trustees are appointed by Hethersett Parish Council (three) and by the Hethersett Annual Parish Meeting (one). Trustees serve for a year but may be reappointed or re-elected to serve for further terms.

CHARITABLE OBJECTIVES AND PUBLIC BENEFIT

Hethersett Village Hall is Registered Charity No 1041213. The charitable objectives as stated in the governing document are to maintain a village hall for the uses of the inhabitants of the parish of Hethersett without distinction of political, religious or other opinions, including the use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The Village Hall Management Committee is responsible for all aspects of the management of the hall and have complied with the guidance on public benefit published by the Charity Commission. The public benefit derived from the activities of the Charity includes:

- Provision of the Hethersett Village Hall for public use
- Preservation and enhancement of the Village Hall for the use of community

Whilst the public benefit is available to anyone, as there are few restrictions to usage of the hall, a charge is made to cover costs, maintenance and improvements. Analysis shows these fees are similar to comparable halls in the area, and that these do not represent an unreasonable restriction to access to the hall. The Village Hall is mostly used by the local community. A small increase in charges for commercial use is made. Priority is given to any local community use over a commercial hiring.

HALL MANAGEMENT 2024 - 25

Booking Officer

The employment of Claire Everson as booking officer has continued throughout the year. Employment is on a PAYE basis and payment above the National Living Wage.

Hethersett Village Hall

Back Lane, Hethersett, Norwich, NR9 3JJ

Registered Charity No: 1041213



Notes To Accounts – 2024-25

The accounts presented are the final accounts submitted to the charity commission independently reviewed.

The hall did incur a (£5,644.53) loss mainly due to continued hall refurbishments including installation of an outside electrical supply for outdoor events, lighting replacements, purchase of IT equipment, new main projector and main stage maintenance.

The hall income has exceeded the previous year (2023/24) by £1,049.40 which shows that year on year the hall continues to be used well by the community.

Expenditure has reduced by £3,826.35 compared to the previous year.

Utilities were up by 8.6% compared to the previous year with increases of roughly £200+ per year in all areas.

Cleaning costs have increased by £1,279.21, with wheelie bin collection up by £438.25 and the rest being attributed to the cleaning contractors and their material supplies.

Designated reserves have been reduced again by investments in the above-mentioned refurbishments and the purchase of a new hall Laser Projector and associated costs of installation (£5,611.08), plus the installation of new main stage curtains (£4,368.53). Combined bank balances are still healthy at £86,395.14.

Some of the headline figures are listed on the following page.

Financial Activities 2024-2025

Income Prior Year £35,860 - Current Year £36,909

Expenditure Prior Year £46,379 - Current Year £42,554

Breakdown Of Major Costs

Staff Costs	£4,445.16
Utilities	£8,325.63
Cleaning	£14,800.22
Servicing	£9,961.59
Admin	£3,730.88

(PRS-£783.86; Insurance-£1,563.59; WiFi-£433.20)

Nett Income over Expenditure (2024/2025)

(£5,644.53) loss compared with (£10,519.35) loss for 2023/2024

The final financial activities comparison and balance sheet are enclosed on the following pages.

M A Barton

Treasurer



Hethersett Village Hall

Financial Activities Comparison

April 2024 - March 2025

	TOTAL	
	APR 2024 - MAR 2025	APR 2023 - MAR 2024 (PY)
Income		
Income - HB Room	6,778.00	6,505.00
Income - Main Hall	29,299.40	28,704.85
Income - Other	112.20	100.00
Interest earned	654.80	550.15
Services	65.00	
Total Income	£36,909.40	£35,860.00
TOTAL	£36,909.40	£35,860.00
Expenditures		
Admin		
Admin Costs - Advertising	87.00	75.00
Admin Costs - Audit/Accounting Fees	600.17	950.00
Admin Costs - Insurance	1,563.59	1,199.32
Admin Costs - Phone Costs		20.00
Admin Costs - Postage & Stationery	108.04	166.27
Admin Costs - PRS	783.86	501.46
Admin Costs - Subs	143.00	135.80
Admin Costs - Website	12.00	
Admin Costs - Wi Fi	433.20	382.94
Total Admin	3,730.86	3,430.79
Cleaning		
Cleaning - Contractors	11,889.54	11,671.64
Cleaning - Supplies	646.67	23.61
Cleaning - Wheelie Bins	1,832.01	1,393.76
Cleaning - Window Cleaning	432.00	432.00
Total Cleaning	14,800.22	13,521.01
Other		
Other - Misc	112.99	
Total Other	112.99	
Salaries		
Salaries - Booking Officer	4,445.16	4,422.22
Total Salaries	4,445.16	4,422.22
Servicing		
Servicing - CCTV		872.62
Servicing - Emergency Lights/PAT Test	1,386.35	6,598.27
Servicing - Fire Alarm/Equip	444.24	561.30
Servicing - Gas		536.18
Servicing - Hall Equipment	146.40	
Servicing - Kitchen	125.12	193.50
Servicing - Kitchen Equipment	84.00	
Servicing - Other	6,123.48	7,365.83



Hethersett Village Hall

Financial Activities Comparison

April 2024 - March 2025

	TOTAL	
	APR 2024 - MAR 2025	APR 2023 - MAR 2024 (PY)
Servicing - Stress Testing	990.00	810.00
Servicing - Water Heater Serv	662.00	403.98
Total Servicing	9,961.59	17,341.68
Utilities		
Utilities - Electricity	4,398.34	4,186.42
Utilities - Gas	2,707.05	2,482.79
Utilities - Water/Rent	1,220.24	994.44
Total Utilities	8,325.63	7,663.65
Total Expenditures	£41,376.45	£46,379.35
NET OPERATING INCOME	£ -4,467.05	£ -10,519.35
Other Expenditures		
Depreciation	1,177.48	
Total Other Expenditures	£1,177.48	£0.00
NET OTHER INCOME	£ -1,177.48	£0.00
NET INCOME/(EXPENDITURE)	£ -5,644.53	£ -10,519.35

Hethersett Village Hall

Balance Sheet Comparison

As of March 31, 2025

	TOTAL	
	AS OF MAR 31, 2025	AS OF MAR 31, 2024 (PY)
Fixed Asset		
Tangible assets		
Fixtures and Fittings Cost	9,979.61	
Fixtures and Fittings Depreciation	-997.96	
Office Equipment Cost	897.60	
Office Equipment Depreciation	-179.52	
Total Tangible assets	£9,699.73	£0.00
Total Fixed Asset	£9,699.73	£0.00
Cash at bank and in hand		
Barclays Community Account	2,660.05	2,660.05
Barclays Tracker Account	44,784.42	44,129.62
Santander Bank Account	38,950.67	53,560.22
Total Cash at bank and in hand	£86,395.14	£100,349.89
Debtors		
Debtors	1,482.00	2,816.50
Total Debtors	£1,482.00	£2,816.50
Current Assets		
Accruals income	0.00	2,922.67
Total Current Assets	£0.00	£2,922.67
NET CURRENT ASSETS	£87,877.14	£106,089.06
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	55.01	149.67
Total Trade Creditors	£55.01	£149.67
Total Creditors: amounts falling due within one year	£55.01	£149.67
NET CURRENT ASSETS (LIABILITIES)	£87,822.13	£105,939.39
TOTAL ASSETS LESS CURRENT LIABILITIES	£97,521.86	£105,939.39
TOTAL NET ASSETS (LIABILITIES)	£97,521.86	£105,939.39
Charity funds		
Opening Balance Equity	67,075.90	67,075.90
Retained Earnings	36,090.49	49,382.84
Surplus/(Deficit)	-5,644.53	-10,519.35
Total Charity funds	£97,521.86	£105,939.39

Independent examiner's report to the trustees of Hethersett Village Hall Management Committee, Charity Registration no: 1041213

I report to the trustees on my examination of the accounts of the Hethersett Village Hall Management Committee for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity trustees of the Hethersett Village Hall Management Committee, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

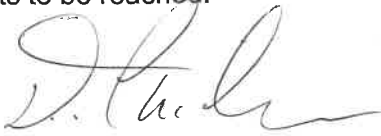
I report in respect of my examination of the Committee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Committee as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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: 

Name: Dan Chilvers

Relevant professional qualifications(s) or body (if any): ACA FCCA

Address: c/o Johnson Holmes & Co, Towlers Court, 30A Elm Hill, Norwich, NR3 1HG

Date: 23.01.2026

General Notes

Matters from the independent examination for the prior financial year ended 31 March 2024

There has been no change to the existing facilities management agreement, this is still ongoing with the parish council.

Quickbooks has continued to be used in the management and preparation of the charity accounts.

Matters relating to the financial year ending 31 March 2025

I have undertaken an analytical review of the accounts, which show that Income increased by 2.92% year on year. The income has stabilised after years of growth after Covid

Costs increases reduced to 10.78% year on year. Utilities were up by 8.63% on the previous year showing energy cost increases have slowed.

The main cost areas are:

- Staffing £4,445
- Utilities £8,325
- Repairs and servicing £9,961
- Cleaning costs £14,800
- Licences £784
- Insurance £1,563

In relation to going concern, despite the loss, the accounts show adequate reserves to meet all current and foreseeable commitments.

The bank reconciliation was reviewed and material income and cost areas matched to source documents.

The use of Quickbooks with references applied to transactions and cross referenced to source documents, have enabled for an easier review of the accounts.

HETHERSETT VILLAGE HALL

England & Wales - Charity number 1041213

Accounts

Hethersett Village Hall

Back Lane, Hethersett, Norwich, NR9 3JJ

Registered Charity No: 1041213



HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND MANAGEMENT COMMITTEE REPORT 2024

INTRODUCTION

This report is for the year ending March 2024. It has been prepared in accordance with Charity Commission Guidance by Hethersett Village Hall Management Committee who are the Trustees for the hall. Trustees are appointed by Hethersett Parish Council (three) and by the Hethersett Annual Parish Meeting (one). Trustees serve for a year but may be reappointed or re-elected to serve for further terms. Trustees who served during 2023/24 are listed in attached Appendix A.

CHARITABLE OBJECTIVES AND PUBLIC BENEFIT

Hethersett Village Hall is Registered Charity No 1041213. The charitable objectives as stated in the governing document are to maintain a village hall for the uses of the inhabitants of the parish of Hethersett without distinction of political, religious or other opinions, including the use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The Village Hall Management Committee is responsible for all aspects of the management of the hall and have complied with the guidance on public benefit published by the Charity Commission. The public benefit derived from the activities of the Charity includes:

- Provision of the Hethersett Village Hall for public use
- Preservation and enhancement of the Village Hall for the use of community

Whilst the public benefit is available to anyone, as there are few restrictions to usage of the hall, a charge is made to cover costs, maintenance and improvements. Analysis shows these fees are similar to comparable halls in the area, and that these do not represent an unreasonable restriction to access to the hall. The Village Hall is mostly used by the local community. A small increase in charges for commercial use is made. Priority is given to any local community use over a commercial hiring.

A summary of activities by hirers of the hall during the past year is included in attached App B.

HALL BOOKINGS AND MANAGEMENT 2023 - 24

Booking Officer

The employment of Claire Everson as booking officer has continued throughout the year. Employment is on a PAYE basis and payment above the National Living Wage.

Bookings, Running Costs, Hire Charges and Hiring

Hall bookings have increased compared to 2022/23 which was £32,661 to £35,860.00. The increase in income was mainly down to increased use by various types of hirers. The down side was the increased costs caused by replacements of various electrical items that needed to be replaced because they had reached the end of their useful life. This caused a deficit for the year instead of a surplus.

Maintenance, Repair and Refurbishment

Normal routine maintenance and repair jobs have been completed throughout the year. Work such as the annual servicing of gas appliances, fire alarm systems and fire extinguishers is always done by a competent person employed by an accredited company as is the statutory inspection of the stage equipment.

Hall Management

The committee remained the same during the year.

Risk Management

The Management Committee has reviewed all its potential risks and continues to do so on a regular basis and has also carried out Covid secure assessments. It is satisfied that adequate insurances are in place and that all steps are taken to ensure that exposure to risk of any sort is kept to a minimum.

Reserves Policy

The Management Committee have established a Reserves Policy designed to ensure continued operation of the Hall by having:

- Designated Reserves created to ensure the long term viability of the Hall. A major element of these reserves is a fund to allow for a future extension to the Hall.
- Other Designated Reserves to ensure that sufficient funds are available to fund future major repairs and to replace Hall fixtures, fittings and equipment. The level of these reserves is reviewed annually based on expenditure and revised cost forecasts.
- A General (undesignated) Reserve equivalent to six months' lettings income as a contingency against any fall in future income.
- Appendix C provides a breakdown of the reserves.

SECURITY AND PROTECTION OF THE HALL

The Hall is a valuable village asset and the trustees continue to be concerned about the risk of incidents of anti-social behaviour resulting in damage to the hall. Any serious incidents recorded on CCTV are brought to the attention of the police.

MEMBERSHIPS AND PUBLICITY

A Website for the hall was in operation using a Community Action Norfolk facility at no cost apart from the purchase of a domain name. This has been superseded by a different provider.

The website provides information about the hall and is a source for a number of booking enquiries.

The web address is <https://www.hethersettvillagehall.org.uk/>

M Barton, Treasurer, Hethersett Village Hall Management Committee. April 2024

**HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND
MANAGEMENT COMMITTEE REPORT 2024
APPENDIX A**

TRUSTEES

The following have served as trustees between April 2023 and April 2024

Appointed by Hethersett Parish Council

Name	Period of Service	Committee Responsibilities
Chris Morriss	April 2023 – April 2024	Chairman
Sarah Lawrence	April 2023 – April 2024	
Jenny Walpole	Sep 2023 – April 2024	

Appointed by Hethersett Parish Meeting

Name	Period of Service	Committee Responsibilities
Mike Barton	April 2023 – April 2024	Treasurer
Tony West	April 2023 – April 2024	Acting Secretary

APPENDIX B

SUMMARY OF ACTIVITIES BY HIRERS 2023 / 2024

Availability of the hall for a range of activities was fully available for the year. Here are some of the following that did take place:

- Parish Council use
- Sporting and keep fit activities including fitness and exercise classes and Zumba
- City Of Norwich Brass Band.
- Village Cinema
- Music Bugs toddler group
- Denis & Wendy Canning - Babyballet.
- Art Groups

The Committee provides through the Parish Council and the Council's Archive Working Group facilities for the storage for Hethersett Heritage records.

APPENDIX C

BREAKDOWN OF DESIGNATED RESERVES 2023 --- 2024

	Bal as at	Transferred		
	Mar 24	2023/24	Purpose	Timescale
Hall Extension Fund	£40,000	0	The village has expanded since the hall was built and further development started. Current hall usage is high with little spare capacity. The trustees plan is to extend the hall using this fund as matching funding to obtain grants.	within next 5 years
Redecoration/Renovation Fund	£8,316	0	For redecoration and improvements to the internal building. Next major item is to replace hall flooring	1-2 yrs
Heater/Boiler Fund	£2,830	0	The heating system was last replaced in 2014. Funds are being set aside towards the next replacement	approx. 15 yrs
Roof & Other External Repairs	£5,000	0	To fund major repairs to the external building	approx 5-10 yrs
Replacements/Upgrades Fund	£6,527	0	To replace / upgrade furniture, fixtures and fittings as required. Next major item is to replace hall tables.	1-2 yrs
Cyclical Fund	£1000	0	To fund electrical safety testing every 5yrs and stage curtain fire treatment every 3yrs	Curtains 2023/24, Electrical 2023/24
Total	<u>£62,573</u>	<u>£0</u>		

Financial Activities 2023-2024

Income Budget £30000 Actual £35860

Expenditure Budget £29000 Actual £46379

Staff Costs £4422

Utilities £7664

Cleaning £13521

Servicing £17342

Admin £3431 (PRS-£501; Insurance-£1199; WiFi-£382)

Nett Income over Expenditure (2023/2024) (£10,519) compared with £3,766 for 2022/2023

Notes To Accounts – Appendix C

The hall income exceeded the 2023/24 Budget by £5860 which as explained previously was mainly down to increased use by various types of hirers.

Expenditure was £ 17,379 over budget mainly due to cost increases in two main areas. Utilities were up by 31% on the previous year caused by the well documented increases in energy costs but have slowed compared to 2022/23. Servicing costs were up £14089 on the previous year and were caused by the following repairs.

1) Replace lights and hand dryers, Investigate hall lighting and also car park lighting, Supply of scaffold tower and tower to transport and 2 x electricians on site :- £4,913.99

2) Replace all panel lighting within the main hall area. Remove all old existing faulty outside lights and install new led floodlights complete with timer and photocell. 2 x electricians on site :- £6,205.16

These two items accounted for £11119 of the £14k increase.

Cleaning costs remained stable at only £300 increased on 2022/23

Because of the increased costs the hall did make a loss of £10,519 , but designated reserves have been maintained to £100,349.

M A Barton

Treasurer



Hethersett Village Hall

Financial Activities Comparison

April 2023 - March 2024

	TOTAL	
	APR 2023 - MAR 2024	APR 2022 - MAR 2023 (PY)
Income		
Income - HB Room	6,505.00	6,168.00
Income - Main Hall	28,704.85	26,423.80
Income - Other	100.00	0.00
Interest earned	550.15	69.84
Total Income	£35,860.00	£32,661.64
TOTAL	£35,860.00	£32,661.64
Expenditures		
Admin	0.00	0.00
Admin Costs - Advertising	75.00	60.00
Admin Costs - Audit/Accounting Fees	950.00	950.00
Admin Costs - Insurance	1,199.32	701.92
Admin Costs - Phone	0.00	49.99
Admin Costs - Phone Costs	20.00	30.00
Admin Costs - Postage & Stationery	166.27	73.55
Admin Costs - PRS	501.46	722.38
Admin Costs - Subs	135.80	35.00
Admin Costs - Website	0.00	40.79
Admin Costs - Wi Fi	382.94	345.11
Total Admin	3,430.79	3,008.74
Cleaning	0.00	0.00
Cleaning - Contractors	11,671.64	11,458.99
Cleaning - Supplies	23.61	1.47
Cleaning - Wheelie Bins	1,393.76	1,388.09
Cleaning - Window Cleaning	432.00	384.00
Total Cleaning	13,521.01	13,232.55
Minor Equip - Keys/Locks	0.00	49.98
Other	0.00	0.00
Other - Misc	0.00	82.00
Total Other	0.00	82.00
Printing, Postage and Stationery	0.00	13.15
Salaries	0.00	0.00
Salaries - Booking Officer	4,422.22	3,423.12
Total Salaries	4,422.22	3,423.12
Servicing	0.00	0.00
Servicing - CCTV	872.62	0.00
Servicing - Emergency Lights/PAT Test	6,598.27	614.59
Servicing - Fire Alarm/Equip	561.30	241.20
Servicing - Gas	536.18	0.00
Servicing - Kitchen	193.50	179.99
Servicing - Other	7,365.83	1,403.92



Hethersett Village Hall

Financial Activities Comparison

April 2023 - March 2024

	TOTAL	
	APR 2023 - MAR 2024	APR 2022 - MAR 2023 (PY)
Servicing - Stress Testing	810.00	0.00
Servicing - Water Heater Serv	403.98	813.00
Total Servicing	17,341.68	3,252.70
Utilities	0.00	0.00
Utilities - Electricity	4,186.42	2,569.62
Utilities - Gas	2,482.79	2,571.65
Utilities - Water/Rent	994.44	691.59
Total Utilities	7,663.65	5,832.86
Total Expenditures	£46,379.35	£28,895.10
NET OPERATING INCOME	£ -10,519.35	£3,766.54
NET INCOME/(EXPENDITURE)	£ -10,519.35	£3,766.54



Hethersett Village Hall

Balance Sheet Comparison

As of March 31, 2024

	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Barclays Community Account	2,660.05	2,660.05
Barclays Tracker Account	44,129.62	43,579.47
Petty Cash	0.00	0.00
Santander Bank Account	53,560.22	65,399.72
Total Cash at bank and in hand	£100,349.89	£111,639.24
Debtors		
Debtors	2,816.50	2,046.50
Total Debtors	£2,816.50	£2,046.50
Current Assets		
Accruals income	2,922.67	2,922.67
Undeposited Funds	0.00	0.00
Total Current Assets	£2,922.67	£2,922.67
NET CURRENT ASSETS	£106,089.06	£116,608.41
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	149.67	149.67
Total Trade Creditors	£149.67	£149.67
Current Liabilities		
Accruals and Deferred Income	0.00	0.00
Total Current Liabilities	£0.00	£0.00
Total Creditors: amounts falling due within one year	£149.67	£149.67
NET CURRENT ASSETS (LIABILITIES)	£105,939.39	£116,458.74
TOTAL ASSETS LESS CURRENT LIABILITIES	£105,939.39	£116,458.74
TOTAL NET ASSETS (LIABILITIES)	£105,939.39	£116,458.74
Charity funds		
Opening Balance Equity	67,075.90	67,075.90
Retained Earnings	49,382.84	45,616.30
Surplus/(Deficit)	-10,519.35	3,766.54
Total Charity funds	£105,939.39	£116,458.74

Independent examiner's report to the trustees of Hethersett Village Hall Management Committee, Charity Registration no: 1041213

I report to the trustees on my examination of the accounts of the Hethersett Village Hall Management Committee for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity trustees of the Hethersett Village Hall Management Committee, 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 Committee'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 material 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 Committee as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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:

Name: Dan Chilvers

Relevant professional qualifications(s) or body (if any):

Address:

Date:

General Notes

Matters from the independent examination for the prior financial year ended 31 March 2023

There has been no change to the existing facilities management agreement, this is still ongoing with the parish council.

Quickbooks has continued to be used in the management and preparation of the charity accounts.

Matters relating to the financial year ending 31 March 2024

I have undertaken an analytical review of the accounts, which show that Income increased by 9.7% year on year. The main reason for this was mainly down to increased use by various types of hirers

Costs increased by 60.5% year on year mainly due to cost increases in two main areas. Utilities were up by 31% on the previous year caused by the well documented increases in energy costs but have slowed compared to 2022/23.

Servicing costs were up £14089 on the previous year and were caused by the following repairs.

1) Replace lights and hand dryers, Investigate hall lighting and also car park lighting, Supply of scaffold tower and tower to transport and 2 x electricians on site :- £4,913.99

2) Replace all panel lighting within the main hall area. Remove all old existing faulty outside lights and install new led floodlights complete with timer and photocell. 2 x electricians on site :- £6,205.16

These two items accounted for £11119 of the £14k increase.

The main cost areas are:

- Staffing £4,422
- Utilities £7,664
- Repairs and servicing £17,342
- Cleaning costs £13,521
- Licences £501
- Insurance £1,199

In relation to going concern, despite the loss, the accounts show adequate reserves to meet all current and foreseeable commitments.

The bank reconciliation was reviewed and material income and cost areas matched to source documents.

The use of Quickbooks with references applied to transactions and cross referenced to source documents, have enabled for an easier review of the accounts.

HETHERSETT VILLAGE HALL

England & Wales - Charity number 1041213

Accounts

Hethersett Village Hall

Back Lane, Hethersett, Norwich, NR9 3JJ

Registered Charity No: 1041213



HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND MANAGEMENT COMMITTEE REPORT 2023

INTRODUCTION

This report is for the year ending March 2023. It has been prepared in accordance with Charity Commission Guidance by Hethersett Village Hall Management Committee who are the Trustees for the hall. Trustees are appointed by Hethersett Parish Council (three) and by the Hethersett Annual Parish Meeting (one). Trustees serve for a year but may be reappointed or re-elected to serve for further terms. Trustees who served during 2022/23 are listed in attached Appendix A.

CHARITABLE OBJECTIVES AND PUBLIC BENEFIT

Hethersett Village Hall is Registered Charity No 1041213. The charitable objectives as stated in the governing document are to maintain a village hall for the uses of the inhabitants of the parish of Hethersett without distinction of political, religious or other opinions, including the use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The Village Hall Management Committee is responsible for all aspects of the management of the hall and have complied with the guidance on public benefit published by the Charity Commission. The public benefit derived from the activities of the Charity includes:

- Provision of the Hethersett Village Hall for public use
- Preservation and enhancement of the Village Hall for the use of community

Whilst the public benefit is available to anyone, as there are few restrictions to usage of the hall, a charge is made to cover costs, maintenance and improvements. Analysis shows these fees are similar to comparable halls in the area, and that these do not represent an unreasonable restriction to access to the hall. The Village Hall is mostly used by the local community. A small increase in charges for commercial use is made. Priority is given to any local community use over a commercial hiring.

A summary of activities by hirers of the hall during the past year is included in attached App B.

HALL BOOKINGS AND MANAGEMENT 2022 - 23

Booking Officer

The employment of Claire Everson as booking officer has continued throughout the year. Employment is on a PAYE basis and payment above the National Living Wage.

Bookings, Running Costs, Hire Charges and Hiring

Hall bookings have returned to pre pandemic levels with the yearly income being £32,661. This was on a par with 2018/19 which was £30,163 and slightly more than 2019/20 which was £28,460.

The return of the Hethersett panto greatly helped to improve the income. The down side was the increased running costs caused by the cost of living crisis causing a smaller than usual surplus.

Maintenance, Repair and Refurbishment

Normal routine maintenance and repair jobs have been completed throughout the year. Work such as the annual servicing of gas appliances, fire alarm systems and fire extinguishers is always done by a competent person employed by an accredited company as is the statutory inspection of the stage equipment.

Hall Management

The committee has gained one member during the year.

Risk Management

The Management Committee has reviewed all its potential risks and continues to do so on a regular basis and has also carried out Covid secure assessments. It is satisfied that adequate insurances are in place and that all steps are taken to ensure that exposure to risk of any sort is kept to a minimum.

Reserves Policy

The Management Committee have established a Reserves Policy designed to ensure continued operation of the Hall by having:

- Designated Reserves created to ensure the long term viability of the Hall. A major element of these reserves is a fund to allow for a future extension to the Hall.
- Other Designated Reserves to ensure that sufficient funds are available to fund future major repairs and to replace Hall fixtures, fittings and equipment. The level of these reserves is reviewed annually based on expenditure and revised cost forecasts.
- A General (undesignated) Reserve equivalent to six months' lettings income as a contingency against any fall in future income.
- Appendix C provides a breakdown of the reserves.

SECURITY AND PROTECTION OF THE HALL

The Hall is a valuable village asset and the trustees continue to be concerned about the risk of incidents of anti-social behaviour resulting in damage to the hall. Any serious incidents recorded on CCTV are brought to the attention of the police.

MEMBERSHIPS AND PUBLICITY

A Website for the hall was in operation using a Community Action Norfolk facility at no cost apart from the purchase of a domain name. This has been superseded by a different provider.

The website provides information about the hall and is a source for a number of booking enquiries.

The web address is <https://www.hethersettvillagehall.org.uk/>

M Barton, Treasurer, Hethersett Village Hall Management Committee. April 2023

HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND MANAGEMENT COMMITTEE REPORT 2023 APPENDIX A

TRUSTEES

The following have served as trustees between April 2022 and April 2023

Appointed by Hethersett Parish Council

Name	Period of Service	Committee Responsibilities
Chris Morriss	April 2022 – April 2023	Chairman
Sarah Lawrence	April 2022 – April 2023	
Jenny Walpole	Sep 2022 – April 2023	

Appointed by Hethersett Parish Meeting

Name	Period of Service	Committee Responsibilities
Mike Barton	April 2022 – April 2023	Treasurer
Tony West	April 2022 – April 2023	Acting Secretary

APPENDIX B

SUMMARY OF ACTIVITIES BY HIRERS 2022 / 2023

Availability of the hall for a range of activities was fully available for the year. Here are some of the following that did take place:

- Parish Council use
- Sporting and keep fit activities including fitness and exercise classes and Zumba
- City Of Norwich Brass Band.
- Village Cinema
- Music Bugs toddler group
- Denis & Wendy Canning - Babyballet.
- Art Groups

The Committee provides through the Parish Council and the Council's Archive Working Group facilities for the storage for Hethersett Heritage records.

APPENDIX C

BREAKDOWN OF DESIGNATED RESERVES 2022 - - - 2023

	Bal as at	Transferred		
	Mar 23	2022/23	Purpose	Timescale
Hall Extension Fund	£40,000	0	The village has expanded since the hall was built and further development started. Current hall usage is high with little spare capacity. The trustees plan is to extend the hall using this fund as matching funding to obtain grants.	within next 5 years
Redecoration/Renovation Fund	£8,316	0	For redecoration and improvements to the internal building. Next major item is to replace hall flooring	1-2 yrs
Heater/Boiler Fund	£2,830	0	The heating system was last replaced in 2014. Funds are being set aside towards the next replacement	approx. 15 yrs
Roof & Other External Repairs	£5,000	0	To fund major repairs to the external building	approx 5-10 yrs
Replacements/Upgrades Fund	£6,527	0	To replace / upgrade furniture, fixtures and fittings as required. Next major item is to replace hall tables.	1-2 yrs
Cyclical Fund	£1000	0	To fund electrical safety testing every 5yrs and stage curtain fire treatment every 3yrs	Curtains 2023/24, Electrical 2023/24
Total	<u>£62,573</u>	<u>£0</u>		

Financial Activities 2022-2023

Income Budget £28000 Actual £32661

Expenditure Budget £21000 Actual £28895

Staff Costs £3423

Utilities £5833

Cleaning £13232

Servicing £3253

Admin £3008 (PRS-£722; Insurance-£702; WiFi-£345)

Nett Income over Expenditure (2022/2023) £3,766 compared with £5,367 for 2021/2022

Notes To Accounts – Appendix C

The hall income exceeded the 2022/23 Budget by £2461 which as explained previously brings the income back to pre-pandemic levels. Expenditure was £7895 over budget mainly due to cost increases in two main areas. Utilities were up by 119% on the previous year caused by the well documented increases in energy costs. And cleaning costs were up by £7,810 on the 2021/22. This was caused by Biffa taking over the wheelie bin collections and a full year of outside cleaning contractors. The cost of the contractors has been offset by the saving on Caretaker/Cleaner yearly salary which in a full year would be around £5700.

Despite the increased costs, designated reserves have been maintained and increased and the bank balances have increased by just over £2,289 pounds to £111,639.

M A Barton

Treasurer



Hethersett Village Hall

Financial Activities Comparison

April 2022 - March 2023

	TOTAL	
	APR 2022 - MAR 2023	APR 2021 - MAR 2022 (PY)
Income		
Income - HB Room	6,168.00	6,278.00
Income - Main Hall	26,423.80	14,098.35
Income - Other	0.00	8,517.56
Interest earned	69.84	4.32
Total Income	£32,661.64	£28,898.23
TOTAL	£32,661.64	£28,898.23
Expenditures		
Admin	0.00	0.00
Admin Costs - Advertising	60.00	60.00
Admin Costs - Audit/Accounting Fees	950.00	900.00
Admin Costs - Insurance	701.92	1,020.34
Admin Costs - Phone	49.99	0.00
Admin Costs - Phone Costs	30.00	53.32
Admin Costs - Postage & Stationery	73.55	25.59
Admin Costs - PRS	722.38	722.76
Admin Costs - Subs	35.00	121.40
Admin Costs - Website	40.79	51.58
Admin Costs - Wi Fi	345.11	323.88
Total Admin	3,008.74	3,278.87
Cleaning	0.00	0.00
Cleaning - Contractors	11,458.99	4,231.85
Cleaning - Supplies	1.47	91.33
Cleaning - Wheelie Bins	1,388.09	619.16
Cleaning - Window Cleaning	384.00	480.00
Total Cleaning	13,232.55	5,422.34
Minor Equip - Keys/Locks	49.98	107.89
Other	0.00	0.00
Other - Grounds Maint	0.00	368.51
Other - Misc	82.00	441.40
Total Other	82.00	809.91
Printing, Postage and Stationery	13.15	0.00
Salaries	0.00	0.00
Salaries - Booking Officer	3,423.12	2,947.03
Salaries - Caretaker	0.00	1,576.55
Total Salaries	3,423.12	4,523.58
Servicing	0.00	0.00
Servicing - CCTV	0.00	107.10
Servicing - Emergency Lights/PAT Test	614.59	504.00
Servicing - Fire Alarm/Equip	241.20	1,019.02
Servicing - Kitchen	179.99	0.00



Hethersett Village Hall

Financial Activities Comparison

April 2022 - March 2023

	TOTAL	
	APR 2022 - MAR 2023	APR 2021 - MAR 2022 (PY)
Servicing - Other	1,403.92	4,190.76
Servicing - Water Heater Serv	813.00	583.20
Servicing - Window/Minor Roof Rep	0.00	318.00
Total Servicing	3,252.70	6,722.08
Utilities	0.00	0.00
Utilities - Electricity	2,569.62	1,056.68
Utilities - Gas	2,571.65	1,215.57
Utilities - Water/Rent	691.59	394.08
Total Utilities	5,832.86	2,666.33
Total Expenditures	£28,895.10	£23,531.00
NET OPERATING INCOME	£3,766.54	£5,367.23
NET INCOME/(EXPENDITURE)	£3,766.54	£5,367.23



Hethersett Village Hall

Balance Sheet Comparison

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 31, 2022 (PY)
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Barclays Community Account	2,660.05	2,660.05
Barclays Tracker Account	43,579.47	43,509.63
Petty Cash	0.00	0.00
Santander Bank Account	65,399.72	63,181.02
Total Cash at bank and in hand	£111,639.24	£109,350.70
Debtors		
Debtors	2,046.50	2,225.50
Total Debtors	£2,046.50	£2,225.50
Current Assets		
Accruals income	2,922.67	1,265.67
Undeposited Funds	0.00	0.00
Total Current Assets	£2,922.67	£1,265.67
NET CURRENT ASSETS	£116,608.41	£112,841.87
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	149.67	149.67
Total Trade Creditors	£149.67	£149.67
Current Liabilities		
Accruals and Deferred Income	0.00	0.00
Total Current Liabilities	£0.00	£0.00
Total Creditors: amounts falling due within one year	£149.67	£149.67
NET CURRENT ASSETS (LIABILITIES)	£116,458.74	£112,692.20
TOTAL ASSETS LESS CURRENT LIABILITIES	£116,458.74	£112,692.20
TOTAL NET ASSETS (LIABILITIES)	£116,458.74	£112,692.20
Charity funds		
Opening Balance Equity	67,075.90	67,075.90
Retained Earnings	45,616.30	40,249.07
Surplus/(Deficit)	3,766.54	5,367.23
Total Charity funds	£116,458.74	£112,692.20

Independent examiner's report to the trustees of Hethersett Village Hall Management Committee, Charity Registration no: 1041213

I report to the trustees on my examination of the accounts of the Hethersett Village Hall Management Committee for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of the Hethersett Village Hall Management Committee, 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 Committee'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.

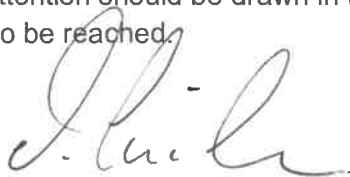
Independent examiner's statement

I have completed my examination. I confirm that no material 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 Committee as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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:



Name: Daniel Chilvers

Relevant professional qualifications(s) or body (if any): ACA FCCA

Address: c/o Johnson Holmes & Co, Towlers Court, 30A Elm Hill, Norwich, NR3 1HG

Date: 22 January 2024

General Notes

Matters from the independent examination for the prior financial year ended 31 March 2022

There has been no change to the existing facilities management agreement, this is still ongoing with the parish council

Quickbooks has continued to be used in the management and preparation of the charity accounts.

Matters relating to the financial year ending 31 March 2023

I have undertaken an analytical review of the accounts, which show that Income increased by 13.02% year on year. The main reason for this was the return of the Hethersett Panto after a 2 year absence.

Costs increased by 22.8% year on year mainly due to increased cleaning costs because of the employment of a contractor rather than an employed person. Utility costs rose by 118.75% due to the cost of living energy crisis.

The main cost areas are:

- Staffing £3,423
- Utilities £5,832.86
- Repairs and maintenance £3,252.70
- Cleaning costs £13,232.55
- Licences £722.00
- Audit/Accounting £950.00

In relation to going concern, the accounts show adequate reserves to meet all current and foreseeable commitments.

The bank reconciliation was reviewed and material income and cost areas matched to source documents.

The use of Quickbooks with references applied to transactions and cross referenced to source documents, have enabled for an easier review of the accounts.

HETHERSETT VILLAGE HALL

England & Wales - Charity number 1041213

Accounts

Hethersett Village Hall

Back Lane, Hethersett, Norwich, NR9 3JJ

Registered Charity No: 1041213



HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND MANAGEMENT COMMITTEE REPORT 2022

INTRODUCTION

This report is for the year ending March 2022. It has been prepared in accordance with Charity Commission Guidance by Hethersett Village Hall Management Committee who are the Trustees for the hall. Trustees are appointed by Hethersett Parish Council (three) and by the Hethersett Annual Parish Meeting (one). Trustees serve for a year but may be reappointed or re-elected to serve for further terms. Trustees who served during 2021/22 are listed in attached Appendix A.

CHARITABLE OBJECTIVES AND PUBLIC BENEFIT

Hethersett Village Hall is Registered Charity No 1041213. The charitable objectives as stated in the governing document are to maintain a village hall for the uses of the inhabitants of the parish of Hethersett without distinction of political, religious or other opinions, including the use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The Village Hall Management Committee is responsible for all aspects of the management of the hall and have complied with the guidance on public benefit published by the Charity Commission. The public benefit derived from the activities of the Charity includes:

- Provision of the Hethersett Village Hall for public use
- Preservation and enhancement of the Village Hall for the use of community

Whilst the public benefit is available to anyone, as there are few restrictions to usage of the hall, a charge is made to cover costs, maintenance and improvements. Analysis shows these fees are similar to comparable halls in the area, and that these do not represent an unreasonable restriction to access to the hall. The Village Hall is mostly used by the local community. A small increase in charges for commercial use is made. Priority is given to any local community use over a commercial hiring.

A summary of activities by hirers of the hall during the past year is included in attached App B.

HALL BOOKINGS, MAINTENANCE AND MANAGEMENT 2021 - 22

Caretaker and Booking Officer

Julia Stevenson was employed as the caretaker until August 2021. She has been replaced by external cleaning contractors. The employment of Claire Everson as booking officer has continued throughout the year. Employment is on a PAYE basis and payment above the National Living Wage.

Bookings, Running Costs, Hire Charges and Hiring

Hall bookings have improved but were still impacted by the Coronavirus pandemic with income for the hall by regular users down by 33.6% on pre pandemic income. A final Job Retention Scheme payment and a local government grant helped make up the shortfall again and the final turnover because of this was of a similar level to 2019.

Income from hall users is now returning to normal levels and with hopefully the panto returning we will see improved income in 2022-23.

Maintenance, Repair and Refurbishment

A number of routine maintenance and repair jobs have been completed throughout the year. One major job done was the replacement of the hall sound system which was in need of replacement at a cost of £3,126.00

Work such as the annual servicing of gas appliances, fire alarm systems and fire extinguishers is always done by a competent person employed by an accredited company as is the statutory inspection of the stage equipment.

Hall Management

The committee has lost one member at the start of the year.

Risk Management

The Management Committee has reviewed all its potential risks and continues to do so on a regular basis and has also carried out Covid secure assessments. It is satisfied that adequate insurances are in place and that all steps are taken to ensure that exposure to risk of any sort is kept to a minimum.

Reserves Policy

The Management Committee have established a Reserves Policy designed to ensure continued operation of the Hall by having:

- Designated Reserves created to ensure the long term viability of the Hall. A major element of these reserves is a fund to allow for a future extension to the Hall.
- Other Designated Reserves to ensure that sufficient funds are available to fund future major repairs and to replace Hall fixtures, fittings and equipment. The level of these reserves is reviewed annually based on expenditure and revised cost forecasts.
- A General (undesignated) Reserve equivalent to six months' lettings income as a contingency against any fall in future income.
- Appendix C provides a breakdown of the reserves.

SECURITY AND PROTECTION OF THE HALL

The Hall is a valuable village asset and the trustees continue to be concerned about the risk of incidents of anti-social behaviour resulting in damage to the hall. Any serious incidents recorded on CCTV are brought to the attention of the police.

MEMBERSHIPS AND PUBLICITY

A Website for the hall was in operation using a Community Action Norfolk facility at no cost apart from the purchase of a domain name. This has been superceded by a different provider.

The website provides information about the hall and is a source for a number of booking enquiries.

The web address is <https://www.hethersettvillagehall.org.uk/>

M Barton, Treasurer, Hethersett Village Hall Management Committee. May 2022

**HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND
MANAGEMENT COMMITTEE REPORT 2022
APPENDIX A**

TRUSTEES

The following have served as trustees between May 2021 and May 2022

Appointed by Hethersett Parish Council

Name	Period of Service	Committee Responsibilities
Chris Morriss	May 2021 – May 2022	Chairman
Sarah Lawrence	May 2021 – May 2022	
Tony West	May 2021 – May 2022	

Appointed by Hethersett Parish Meeting

Name	Period of Service	Committee Responsibilities
Mike Barton	May 2021 – May 2022	Treasurer

APPENDIX B

SUMMARY OF ACTIVITIES BY HIRERS 2021 / 2022

Availability of the hall for a range of activities was reduced again by Covid-19 but some of the following did take place:

- Parish Council use
- Sporting and keep fit activities including fitness and exercise classes and Zumba
- The Hethersett and District blood donor sessions.
- Village Cinema
- Music Bugs toddler group
- Norfolk County Council – hall hired for various uses.
- Art Groups

The Committee provides through the Parish Council and the Council's Archive Working Group facilities for the storage for Hethersett Heritage records.

APPENDIX C

BREAKDOWN OF DESIGNATED RESERVES 2021 --- 2022

	Bal as at	Transferred		
	Mar 22	2021/22	Purpose	Timescale
Hall Extension Fund	£40,000	0	The village has expanded since the hall was built and further development started. Current hall usage is high with little spare capacity. The trustees plan is to extend the hall using this fund as matching funding to obtain grants.	within next 5 years
Redecoration/Renovation Fund	£8,316	0	For redecoration and improvements to the internal building. Next major item is to replace hall flooring	1-2 yrs
Heater/Boiler Fund	£2,830	0	The heating system was last replaced in 2014. Funds are being set aside towards the next replacement	approx. 15 yrs
Roof & Other External Repairs	£5,000	0	To fund major repairs to the external building	approx 5-10 yrs
Replacements/Upgrades Fund	£6,527	£1,000	To replace / upgrade furniture, fixtures and fittings as required. Next major item is to replace hall tables.	1-2 yrs
Cyclical Fund	£1000	£100	To fund electrical safety testing every 5yrs and stage curtain fire treatment every 3yrs	Curtains 2022/23, Electrical 2022/23
Total	<u>£62,573</u>	<u>£1,100</u>		

Financial Activities 2021-2022

Income Budget £28000 Actual £28898

Expenditure Budget £21000 Actual £23531

Staff Costs £4523

Utilities £2666

Cleaning £5422

Servicing £6722

Admin £3278 (PRS-£722; Insurance-£1020; WiFi-£324)

Nett Income over Expenditure (2021/2022) £5,367 compared with £12,885 for 2020/2021

Notes To Accounts – Appendix C

The hall income exceeded the 2021/22 Budget by £898, but it should be noted actual hall income was £20380 and the rest was a grant from South Norfolk District Council and a Job Retention Scheme payment.

Expenditure was £3531 over budget mainly due to the cost of the replacement sound system.

The designated reserves have been maintained and increased and the bank balances have increased by just over £2,889 pounds to £109,350.

M A Barton

Treasurer



Hethersett Village Hall

Financial Activities Comparison

April 2021 - March 2022

	TOTAL	
	APR 2021 - MAR 2022	APR 2020 - MAR 2021 (PY)
Income		
Income - HB Room	6,278.00	2,134.00
Income - Main Hall	14,098.35	4,724.50
Income - Other	8,517.56	25,205.18
Interest earned	4.32	35.10
Total Income	£28,898.23	£32,098.78
TOTAL	£28,898.23	£32,098.78
Expenditures		
Admin	0.00	0.00
Admin Costs - Advertising	60.00	60.00
Admin Costs - Audit/Accounting Fees	900.00	1,000.00
Admin Costs - Insurance	1,020.34	1,002.41
Admin Costs - Phone Costs	53.32	0.00
Admin Costs - Postage & Stationery	25.59	97.44
Admin Costs - PRS	722.76	722.00
Admin Costs - Subs	121.40	228.92
Admin Costs - Website	51.58	31.19
Admin Costs - Wi Fi	323.88	323.88
Total Admin	3,278.87	3,465.84
Cleaning	0.00	0.00
Cleaning - Contractors	4,231.85	0.00
Cleaning - Supplies	91.33	409.58
Cleaning - Wheelie Bins	619.16	475.93
Cleaning - Window Cleaning	480.00	469.32
Total Cleaning	5,422.34	1,354.83
Minor Equip - Keys/Locks	107.89	0.00
Other	0.00	0.00
Other - Grounds Maint	368.51	128.36
Other - Misc	441.40	250.00
Total Other	809.91	378.36
Salaries	0.00	0.00
Salaries - Booking Officer	2,947.03	3,123.58
Salaries - Caretaker	1,576.55	5,714.95
Total Salaries	4,523.58	8,838.53
Servicing	0.00	0.00
Servicing - CCTV	107.10	102.00
Servicing - Emergency Lights/PAT Test	504.00	55.00
Servicing - Fire Alarm/Equip	1,019.02	0.00
Servicing - Other	4,190.76	1,855.20
Servicing - Water Heater Serv	583.20	480.00



Hethersett Village Hall

Financial Activities Comparison

April 2021 - March 2022

	TOTAL	
	APR 2021 - MAR 2022	APR 2020 - MAR 2021 (PY)
Servicing - Window/Minor Roof Rep	318.00	0.00
Total Servicing	6,722.08	2,492.20
Utilities	0.00	0.00
Utilities - Electricity	1,056.68	1,088.03
Utilities - Gas	1,215.57	1,161.37
Utilities - Water/Rent	394.08	433.77
Total Utilities	2,666.33	2,683.17
Total Expenditures	£23,531.00	£19,212.93
NET OPERATING INCOME	£5,367.23	£12,885.85
NET INCOME/(EXPENDITURE)	£5,367.23	£12,885.85



Hethersett Village Hall

Balance Sheet Comparison

As of March 31, 2022

	TOTAL	
	AS OF MAR 31, 2022	AS OF MAR 31, 2021 (PY)
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Barclays Community Account	2,660.05	2,660.05
Barclays Tracker Account	43,509.63	43,505.31
Petty Cash	0.00	29.88
Santander Bank Account	63,181.02	60,266.52
Total Cash at bank and in hand	£109,350.70	£106,461.76
Debtors		
Debtors	2,225.50	2,331.00
Total Debtors	£2,225.50	£2,331.00
Current Assets		
Accruals income	1,265.67	1,265.67
Undeposited Funds	0.00	0.00
Total Current Assets	£1,265.67	£1,265.67
NET CURRENT ASSETS	£112,841.87	£110,058.43
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	149.67	149.67
Total Trade Creditors	£149.67	£149.67
Current Liabilities		
Accruals and Deferred Income	0.00	2,583.79
Total Current Liabilities	£0.00	£2,583.79
Total Creditors: amounts falling due within one year	£149.67	£2,733.46
NET CURRENT ASSETS (LIABILITIES)	£112,692.20	£107,324.97
TOTAL ASSETS LESS CURRENT LIABILITIES	£112,692.20	£107,324.97
TOTAL NET ASSETS (LIABILITIES)	£112,692.20	£107,324.97
Charity funds		
Opening Balance Equity	67,075.90	67,075.90
Retained Earnings	40,249.07	27,363.22
Surplus/(Deficit)	5,367.23	12,885.85
Total Charity funds	£112,692.20	£107,324.97

Independent examiner's report to the trustees of Hethersett Village Hall Management Committee, Charity Registration no: 1041213

I report to the trustees on my examination of the accounts of the Hethersett Village Hall Management Committee for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Hethersett Village Hall Management Committee, 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 Committee'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.

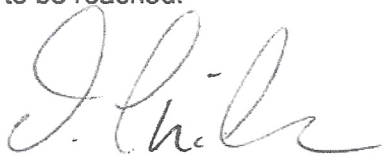
Independent examiner's statement

I have completed my examination. I confirm that no material 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 Committee as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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:



Name: Dan Chilvers

Relevant professional qualifications(s) or body (if any): ACA FCCA

Address: c/o Johnson Holmes & Co, Towlers Court, 30A Elm Hill, Norwich, NR3 1HG

Date: 23 January 2023

General Notes

Matters from the independent examination for the prior financial year ended 31 March 2021

There has been no change to the existing facilities management agreement, this is still ongoing with the parish council

Quickbooks has continued to be used in the management and preparation of the charity accounts.

Matters relating to the financial year ending 31 March 2022

I have undertaken an analytical review of the accounts, which show that Income decreased by 9.96% year on year. The main reason for this was the loss of Job Retention and Local Authority Grants with reduced ordinary income still recovering from the pandemic and the loss of the yearly Hethersett panto.

Costs increased by 22.47% year on year mainly due to the installation of a new sound system and jobs that had been put back in the pandemic being done.

The main cost areas are:

- Staffing £4,523
- Utilities £2,666
- Repairs and maintenance £6,722
- Cleaning costs £5,422
- Licences £722

In relation to going concern, the accounts show adequate reserves to meet all current and foreseeable commitments.

The bank reconciliation was reviewed and material income and cost areas matched to source documents.

The use of Quickbooks with references applied to transactions and cross referenced to source documents, have enabled for an easier review of the accounts.

HETHERSETT VILLAGE HALL

England & Wales - Charity number 1041213

Accounts

Hethersett Village Hall

Back Lane, Hethersett, Norwich, NR9 3JJ

Registered Charity No: 1041213



HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND MANAGEMENT COMMITTEE REPORT 2021

INTRODUCTION

This report is for the year ending March 2021. It has been prepared in accordance with Charity Commission Guidance by Hethersett Village Hall Management Committee who are the Trustees for the hall. Trustees are appointed by Hethersett Parish Council (three) and by the Hethersett Annual Parish Meeting (two). Trustees serve for a year but may be reappointed or re-elected to serve for further terms. Trustees who served during 2020/21 are listed in attached Appendix A.

CHARITABLE OBJECTIVES AND PUBLIC BENEFIT

Hethersett Village Hall is Registered Charity No 1041213. The charitable objectives as stated in the governing document are to maintain a village hall for the uses of the inhabitants of the parish of Hethersett without distinction of political, religious or other opinions, including the use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The Village Hall Management Committee is responsible for all aspects of the management of the hall and have complied with the guidance on public benefit published by the Charity Commission. The public benefit derived from the activities of the Charity includes:

- Provision of the Hethersett Village Hall for public use
- Preservation and enhancement of the Village Hall for the use of community

Whilst the public benefit is available to anyone, as there are few restrictions to usage of the hall, a charge is made to cover costs, maintenance and improvements. Analysis shows these fees are similar to comparable halls in the area, and that these do not represent an unreasonable restriction to access to the hall. The Village Hall is mostly used by the local community. A small increase in charges for commercial use is made. Priority is given to any local community use over a commercial hiring.

A summary of activities by hirers of the hall during the past year is included in attached App B.

HALL BOOKINGS, MAINTENANCE AND MANAGEMENT 2020 - 21

Caretaker and Booking Officer

Julia Stevenson was employed as the caretaker for the year. The employment of Claire Everson as booking officer has continued throughout the year. Employment is on a PAYE basis and payment above the National Living Wage.

Bookings, Running Costs, Hire Charges and Hiring

Hall bookings were obviously greatly impacted by the Coronavirus pandemic with income for the hall by regular users down by 75% on the previous year. A combination of Job Retention Scheme and local government grants helped make up this shortfall. Increased use by the Parish Council has also maintained income.

At present it is difficult to say if income during the coming year will return to normal, but the hall has sufficient funds to meet its running costs.

Maintenance, Repair and Refurbishment

A number of routine maintenance and repair jobs have been completed throughout the year despite the pandemic.

Work such as the annual servicing of gas appliances, fire alarm systems and fire extinguishers is always done by a competent person employed by an accredited company as is the statutory inspection of the stage equipment.

Hall Management

The committee has been increased by two members during the year.

Risk Management

The Management Committee has reviewed all its potential risks and continues to do so on a regular basis and has also carried out Covid secure assessments. It is satisfied that adequate insurances are in place and that all steps are taken to ensure that exposure to risk of any sort is kept to a minimum.

Reserves Policy

The Management Committee have established a Reserves Policy designed to ensure continued operation of the Hall by having:

- Designated Reserves created to ensure the long term viability of the Hall. A major element of these reserves is a fund to allow for a future extension to the Hall.
- Other Designated Reserves to ensure that sufficient funds are available to fund future major repairs and to replace Hall fixtures, fittings and equipment. The level of these reserves is reviewed annually based on expenditure and revised cost forecasts.
- A General (undesignated) Reserve equivalent to six months' lettings income as a contingency against any fall in future income.
- Appendix C provides a breakdown of the reserves.

SECURITY AND PROTECTION OF THE HALL

The Hall is a valuable village asset and the trustees continue to be concerned about the risk of incidents of anti-social behaviour resulting in damage to the hall. Any serious incidents recorded on CCTV are brought to the attention of the police.

MEMBERSHIPS AND PUBLICITY

A Website for the hall was in operation using a Community Action Norfolk facility at no cost apart from the purchase of a domain name. This has been superceded by a different provider.

The website provides information about the hall and is a source for a number of booking enquiries.

The web address is <https://www.hethersettvillagehall.org.uk/>

M Barton, Treasurer, Hethersett Village Hall Management Committee. May 2021

**HETHERSETT VILLAGE HALL TRUSTEES' ANNUAL REPORT AND
MANAGEMENT COMMITTEE REPORT 2021
APPENDIX A**

TRUSTEES

The following have served as trustees between May 2020 and May 2021

Appointed by Hethersett Parish Council

Name	Period of Service	Committee Responsibilities
Chris Morriss	May 2020 – May 2021	Chairman
Sarah Lawrence	May 2020 – May 2021	
Tony West	May 2020 – May 2021	

Appointed by Hethersett Parish Meeting

Name	Period of Service	Committee Responsibilities
Mike Barton	May 2020 – May 2021	Treasurer
Mike Shanks	May 2020 – May 2021	Vice-Chairman/Act Sec

APPENDIX B

SUMMARY OF ACTIVITIES BY HIRERS 2020 / 2021

Availability of the hall for a range of activities was greatly reduce by Covid-19 but some of the following did take place:

- Parish Council use
- Sporting and keep fit activities including fitness and exercise classes and Zumba (Sep-Oct).
- The Hethersett and District blood donor sessions.
- Village Cinema (Sep-Oct).
- Music Bugs toddler group (Sep-Oct).
- Norfolk County Council – Covid Testing.

The Committee provides through the Parish Council and the Council's Archive Working Group facilities for the storage for Hethersett Heritage records.

APPENDIX C

BREAKDOWN OF DESIGNATED RESERVES 2020 - - - 2021

	Bal as at	Transferred		
	Mar 21	2020/21	Purpose	Timescale
Hall Extension Fund	£40,000	0	The village has expanded since the hall was built and further development started. Current hall usage is high with little spare capacity. The trustees plan is to extend the hall using this fund as matching funding to obtain grants.	within next 5 years
Redecoration/Renovation Fund	£8,316	0	For redecoration and improvements to the internal building. Next major item is to replace hall flooring	1-2 yrs
Heater/Boiler Fund	£2,830	0	The heating system was last replaced in 2014. Funds are being set aside towards the next replacement	approx. 15 yrs
Roof & Other External Repairs	£5,000	0	To fund major repairs to the external building	approx 5-10 yrs
Replacements/Upgrades Fund	£5,527	£1,000	To replace / upgrade furniture, fixtures and fittings as required. Next major item is to replace hall tables.	1-2 yrs
Cyclical Fund	£900	£100	To fund electrical safety testing every 5yrs and stage curtain fire treatment every 3yrs	Curtains 2021/22, Electrical 2021/22
Total	<u>£62,573</u>	<u>£1,100</u>		

Financial Activities 2020-2021

Income Budget £28000 Actual £32098

Expenditure Budget £21000 Actual £19212

Staff Costs £8838

Utilities £2683

Cleaning £1355

Servicing £2492

Admin £2169 (PRS-£722; Insurance-£1002; WiFi-£323)

Nett Income over Expenditure (2020/2021) £12,885 compared with £6,887 for 2019/2020

Notes To Accounts – Appendix C

The hall income exceeded the 2020/21 Budget by £4,098, but it should be noted actual hall income was only £6,858 and the rest was grants from South Norfolk District Council and Job Retention Scheme which helped pay the employees' salaries.

Expenditure was £1,788 under budget mainly due to savings across most costs.

The designated reserves have been maintained and increased and the bank balances have increased by just over £14,337 pounds to £106,461. In view of the Covid-19 situation it is difficult to say exactly how income and expenditure will be in 2021/22 but it is hoped income will recover and to have added nearly £14k to the cash reserves is quite an achievement.

M A Barton

Treasurer

Hethersett Village Hall

Financial Activities Comparison

April 2020 - March 2021

	TOTAL	
	APR 2020 - MAR 2021	APR 2019 - MAR 2020 (PY)
Income		
Income - HB Room	2,134.00	3,114.50
Income - Main Hall	4,724.50	25,204.58
Income - Other	25,205.18	76.10
Interest earned	35.10	64.95
Total Income	£32,098.78	£28,460.13
TOTAL	£32,098.78	£28,460.13
Expenditures		
Admin Costs - Advertising	60.00	60.00
Admin Costs - Audit/Accounting Fees	1,000.00	0.00
Admin Costs - Insurance	1,002.41	995.67
Admin Costs - Phone Costs	0.00	40.69
Admin Costs - Postage & Stationery	97.44	84.70
Admin Costs - PRS	722.00	722.38
Admin Costs - Subs	228.92	35.00
Admin Costs - Website	31.19	0.00
Admin Costs - Wi Fi	323.88	323.88
Cleaning - Laundry	0.00	78.00
Cleaning - Supplies	409.58	361.35
Cleaning - Wheelie Bins	475.93	1,019.58
Cleaning - Window Cleaning	469.32	480.00
Other - Grounds Maint	128.36	244.52
Other - Misc	250.00	10.00
Salaries - Booking Officer	3,123.58	3,206.66
Salaries - Caretaker	5,714.95	6,659.11
Servicing - CCTV	102.00	523.20
Servicing - Emergency Lights/PAT Test	55.00	771.00
Servicing - Fire Alarm/Equip	0.00	166.80
Servicing - Kitchen	0.00	133.21
Servicing - Other	1,855.20	1,045.28
Servicing - Water Heater Serv	480.00	827.76
Servicing - Window/Minor Roof Rep	0.00	45.00
Utilities - Electricity	1,088.03	1,717.51
Utilities - Gas	1,161.37	1,091.77
Utilities - Water/Rent	433.77	929.27
Total Expenditures	£19,212.93	£21,572.34
NET OPERATING INCOME	£12,885.85	£6,887.79
NET INCOME/(EXPENDITURE)	£12,885.85	£6,887.79



Hethersett Village Hall

Balance Sheet Comparison

As of March 31, 2021

	TOTAL	
	AS OF MAR 31, 2021	AS OF MAR 31, 2020 (PY)
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Barclays Community Account	2,660.05	2,660.05
Barclays Tracker Account	43,505.31	43,470.21
Petty Cash	29.88	279.88
Santander Bank Account	60,266.52	45,714.48
Total Cash at bank and in hand	£106,461.76	£92,124.62
Debtors		
Debtors	2,331.00	1,198.50
Total Debtors	£2,331.00	£1,198.50
Current Assets		
Accruals income	1,265.67	1,565.67
Undeposited Funds	0.00	0.00
Total Current Assets	£1,265.67	£1,565.67
NET CURRENT ASSETS	£110,058.43	£94,888.79
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	149.67	449.67
Total Trade Creditors	£149.67	£449.67
Current Liabilities		
Accruals and Deferred Income	2,583.79	0.00
Total Current Liabilities	£2,583.79	£0.00
Total Creditors: amounts falling due within one year	£2,733.46	£449.67
NET CURRENT ASSETS (LIABILITIES)	£107,324.97	£94,439.12
TOTAL ASSETS LESS CURRENT LIABILITIES	£107,324.97	£94,439.12
TOTAL NET ASSETS (LIABILITIES)	£107,324.97	£94,439.12
Charity funds		
Opening Balance Equity	67,075.90	67,075.90
Retained Earnings	27,363.22	20,475.43
Surplus/(Deficit)	12,885.85	6,887.79
Total Charity funds	£107,324.97	£94,439.12

Independent examiner's report to the trustees of Hethersett Village Hall Management Committee, Charity Registration no: 1041213

I report to the trustees on my examination of the accounts of the Hethersett Village Hall Management Committee for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Hethersett Village Hall Management Committee, 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 Committee'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.

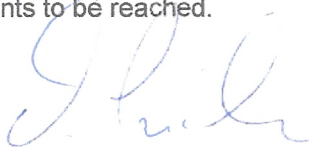
Independent examiner's statement

I have completed my examination. I confirm that no material 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 Committee as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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:



Name: Dan Chilvers

Relevant professional qualifications(s) or body (if any): ACA FCCA

Address: c/o Johnson Holmes & Co, Towlers Court, 30A Elm Hill, Norwich, NR3 1HG

Date: 19 January 2022

General Notes

Matters from the independent examination for the prior financial year ended 31 March 2020

There has been no change to the existing facilities management agreement, this is still ongoing with the parish council

Quickbooks has continued to be used in the management and preparation of the charity accounts.

Matters relating to the financial year ending 31 March 2021

I have undertaken an analytical review of the accounts, which show that Income increased by 10.79% year on year despite the pandemic. The main reason for this was Job Retention and Local Authority Grants (£25,205.18) offsetting the loss in ordinary income.

Costs decreased by 10.93% year on year mainly due to reductions in all categories due to the pandemic.

The main cost areas are:

- Staffing £8,838
- Utilities £2,683
- Repairs and maintenance £2,492
- Cleaning costs £1,355
- Licences £951

In relation to going concern, the accounts show adequate reserves to meet all current and foreseeable commitments.

The bank reconciliation was reviewed and material income and cost areas matched to source documents.

The use of Quickbooks with references applied to transactions and cross referenced to source documents, have enabled for an easier review of the accounts.