

**NORMANDY VILLAGE HALL CIO
CHARITY NUMBER 1177242
PERIOD ENDED 31 AUGUST 2024**

NORMANDY VILLAGE HALL

REPORT AND FINANCIAL STATEMENTS

for the

PERIOD 1 SEPTEMBER 2023 to 31 AUGUST 2024

REGISTERED CHARITY NUMBER: 1177242

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Roshan Bailey (Chairman)	<i>re-appointed 20/2/2022</i>
Ian Rose	<i>re-appointed 20/2/2023 resigned 02/05/2024</i>
Arthur Towner (Treasurer)	<i>re-appointed 20/2/2024</i>
Sue Moss	<i>appointed 14/11/2023</i>
Amanda Pick	<i>re-appointed 2/12/2023</i>
Roger Thomas	<i>re-appointed 16/10/2024</i>
Chris Weeks	<i>re-appointed 28/09/2024</i>

All appointments and reappointments are now for 3 years.

Management arrangements

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, and by Amanda Ellis as Bookings Manager both of whom attended and participated in meetings of the Board of Trustees.

Address

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

Website

www.normandyvillagehall.org.uk

Bankers

CAF Bank Limited, Kings Hill, West Malling, Kent ME19 4TA

Independent Examiner

Joan Swain BSc(Hons) FCCA
JMSolutions, 48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

Registered Charity Number

Normandy Village Hall is registered with the Charity Commissioners of England and Wales. The Charity registration number is 1177242.

TRUSTEES' ANNUAL REPORT

The Trustees present their report and financial statements for the period 1 September 2023 to 31 August 2024.

Reference and Administration Details

All general information relating to Normandy Village Hall can be found on page 1.

Financial Review

The results for the year are set out in the financial statements on pages 6 -13.

Structure, Governance and Management

Normandy Village Hall CIO was established on 20 February 2018 in order to provide a modern governance structure for the unincorporated charity running Normandy Village Hall (Charity number 304967). The process was completed by means of a merger of the two charities at midnight on 31 August 2018 and the CIO started operating from 1 September 2018.

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, and by Amanda Ellis as Bookings Manager, both of whom attended and participated in meetings of the Board of Trustees. Their duties and remuneration are set out in Agreements for Provision of Services.

The Trustees considered that the Charity held sufficient reserves, having reviewed possible risks.

Objectives and Activities

The principal objective of the Charity is to provide Village Hall facilities in Normandy for the benefit of local residents.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the Charity Commission's guidance on public benefit. The Charity's main activities for the public benefit are:

- The provision and maintenance of Normandy Village Hall which includes a Main Hall, Small Hall, Meeting Room, Clubroom (used by Guildford O Gauge Club), two kitchens and supporting facilities.
- Making the venue available for the use of local residents.
- Ensuring a range of activities provided by regular users for the benefit of local residents.
- Providing and maintaining a website with information about the Village Hall and a booking system to facilitate its use.

CHAIRMAN'S REVIEW

Normandy Village Hall has continued to be a very popular venue, attracting bookings for a huge range of regular activities and special events for people of all ages, including baby and toddler development, education, specialist exhibitions and sales, arts and crafts, dancing and other physical activities.

The Hallmaster platform, managed very ably by our Bookings Manager, Amanda Ellis, has significantly streamlined and improved our booking processes. It provides users with a much improved experience in making bookings, together with password protected online access to information about their bookings. It also gives us easily accessible information about bookings and eliminates unpaid bookings blocking dates that others might take up. Payments and deposit refunds are now entirely made by online transfer direct to and from our bank account, eliminating the extra costs and frustrations arising from credit card payments.

Regular maintenance has continued to be managed very ably by Hall Manager Jon Pick throughout the year. We are very fortunate to have his eagle eye spotting repairs and maintenance issues so that they can be dealt with before they cause a problem either using his own multiple skills or bringing in suitable experts. During the year he managed a number of significant works for us including major work on the very specialised Hall floors, to maintain their excellence as a foundation for many varied activities such as dancing, badminton, fitness classes, exhibitions, parties, etc. We receive many compliments about the quality of our building and its facilities.

Spring 2024 saw the resignation of Ian Rose, one of our longest standing Trustees and my predecessor as Chair. Ian had provided sterling service over the years, including stepping in unexpectedly as Chair when his predecessor sadly passed away, and giving me invaluable support since I took over from him. We will all miss Ian greatly but wish him well in his new life outside Normandy.

FINANCE

Finance: Our financial situation and accounts for Normandy Village Hall for the period September 2023 to August 2024 continue to be satisfactory, under the efficient management of our Treasurer, Arthur Towner.

Our main source of income is the hiring of the Halls to our Regular and Occasional Users. Unlike many other village halls, we had not increased our prices for many years, conscious of the impact Covid had had on many of our users, but from January 2024 we made a 5% increase. Over the year, our income from bookings was £57,486, an increase of about 7.5% on last year.

During the year, we received a grant from Normandy Parish Council for new "mini Annes" for the free lifesaving training which we provide to residents of Normandy.

The photovoltaic panels continue to provide a very important source of funding for our maintenance programme and improvement projects although sunshine had been much reduced over this year resulting in income of £3,332 (last year £5,914).

Our biggest costs are cleaning and maintenance amounting to £46,120. Maintenance costs included £4320 plus an accrual of £9,540 spent with Tanglewood Flooring for our major floor works. Cleaning costs were up significantly from £12,939 to £20,047 reflecting the first full year of our VAT registered service provider following a period with a non-VAT registered business. We also purchased a new dishwasher at a cost of £2,095.

Reserves

The freehold land and buildings at Manor Fruit Farm are valued at £586,537 representing the majority of the Charity's reserves, and these are fundamental to operations. Reserves are held in two funds totalling £721,941 with the cash element being held in three bank accounts to optimise accessibility, security and interest. The Hall Manager's Fund, which ended the period at £26,966, is cash only and is used for all normal running costs of the building and land. The Trustees' Fund, which stands at £694,975 including both property and cash, is used for longer term maintenance and development of the building and land. £30K is earmarked for works on the Main and Small Hall floors, with £10K already committed for payment in September 2024. The Trustees aim to maintain free reserves of 9 - 12 month's normal gross expenditure which has been achieved.

Fundraising

NVC does not carry out any regular fundraising but specific funding bids are made from time to time. This year we submitted one funding application and are grateful to Normandy Parish Council for their grant of £606 for the purchase of new equipment for the well used lifesaving training sessions which we provide free of charge to Normandy people.

RISK ASSESSMENT

The Trustees have reviewed the major risks to which Normandy Village Hall is exposed. Systems are in place to mitigate identified risks, together with mechanisms for the Trustees to review progress and new developments.

TRUSTEES' LIABILITY INSURANCE

Insurance was acquired for the Trustees against liabilities in relation to their duties.

PLANS FOR THE FUTURE

We are currently preparing fundraising applications to enable us to install a lift to facilitate access to the Meeting Room and the Clubroom. The lack of full accessibility to the upper floor is known to deter some bookings, with the Meeting Room under-used, and is also increasingly causing difficulties for Regular User groups who have been using these facilities for many years. This will be a major project likely to cost in excess of £55K. We also plan to provide tea / coffee making facilities which will require works to get water to the upper floor. This will also significantly enhance the attractiveness and usability of the Meeting Room.

In addition to continuing major work on the Hall floors, we are arranging for interior repainting during 2024 – 5 which will brighten the building significantly.

Our utility costs continued to be high due to our two year gas contract from Dec 2022 to 2024 when few offers were forthcoming and available prices were extremely high. We

have just entered into a new 3 year gas contract which will reduce our gas charges by about 50%. Our electricity contract was fixed from October 2021 to September 2024 so covered us for the year under review but renewal will see some increase for 2024-5. We use a specialist broker, UtilityAid giving us access to the best pricing available, particularly when we are able to participate in their national tendering.

The Trustees continue to listen and respond to user feedback and will take this into account in planning future work.

FINANCIAL ACCOUNTS

The Independent Examiner's Report and Financial Accounts which follow on pages 6 - 13 and form part of this Annual Report.

APPROVED BY THE TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES by

A handwritten signature in black ink, appearing to read 'Roshan Bailey', with a long horizontal flourish extending to the right.

Roshan Bailey, Chairman

Date: 5 December 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Report to the
trustees/
members of

Normandy Village Hall

On accounts for
the year ended

31 August 2024

Charity
no (if
any)

1177242

Set out on pages

7 to 13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2024.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Responsibilities
and basis of
report

I report in respect of my examination of the Trust'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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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:

Swain.

Date:

5/12/2024

Name:

Ms Joan Swain

Relevant
professional
qualification(s) or
body:

Association of Chartered Certified Accountants

Address:

48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
STATEMENT OF FINANCIAL ACTIVITIES
12 MONTHS ENDED 31st AUGUST 2024

	01.09.23 to 31.08.24	01.09.22 to 31.08.23
	Unrestricted Funds	Unrestricted Funds
INCOMING RESOURCES (Note 4)		
Income from:		
Donations	129	144
Charitable activities	57,486	53,482
Government grants	606	750
Feed in Tariff	3,332	5,914
Investments (interest)	3,876	1,040
TOTAL	65,429	61,330
RESOURCES EXPENDED (Note 5)		
Expenditure on:		
Charitable activities	90,010	67,786
TOTAL	90,010	67,786
Net income/(expenditure)	(24,581)	(6,456)
 Total funds brought forward	 746,522	 752,978
Total funds carried forward	721,941	746,522

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242
BALANCE SHEET AS AT 31st AUGUST 2024

	2024	2023
	Unrestricted	Unrestricted
	funds	funds
	£	£
Fixed assets		
Tangible assets (Note 9)	593,962	608,619
Total fixed assets	<u>593,962</u>	<u>608,619</u>
Current assets		
Debtors (Note 10)	2,003	3,894
Cash at bank and in hand (Note 12)	141,770	138,072
Total current assets	<u>143,773</u>	<u>141,966</u>
Creditors		
Amounts falling due within one year (Note 11)	(15,794)	(4,063)
	<u>(15,794)</u>	<u>(4,063)</u>
Net current assets/(liabilities)	127,979	137,903
Total assets less current liabilities	<u>721,941</u>	<u>746,522</u>
Funds of the charity		
Unrestricted funds	<u>721,941</u>	<u>746,522</u>

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS

Note 1: Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:
the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

Note 2: Going concern

These accounts have been prepared on a going concern basis.

Note 3: Accounting policies

3.1 Recognition of income:

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP of FRS102.

3.3 Grants and donations

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

3.4 Support costs

The charity has incurred expenditure on support costs.

3.5 Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

3.6 Income from interest, royalties, dividends and Feed in Tariff

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

3.7 Expenditure and Liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

3.8 Governance and support costs

Support costs have been allocated between governance costs and other support (where applicable). Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Governance costs are allocated against the Trustees funds.

Day to day running of the charitable activities are allocated against the Hall Manager's Fund.

3.9 Deferred income

No material item of deferred income has been included in the accounts.

3.10 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

3.11 Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost.

Depreciation rates are:

Plant & machinery - 5 years straight-line

Computer equipment - 3 years straight-line

Buildings - 50 years straight-line

3.12 Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

3.13 Current asset investments

The charity has cash held on deposit for investment purposes rather than to meet short term cash commitments as they fall due.

NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

	2024	2023
	Unrestricted Funds	Unrestricted Funds
Note 4: Analysis of income		
Donations	<u>129</u>	<u>144</u>
Charitable Activities		
Hall Lettings	57,486	53,482
Grants (Normandy PC)	<u>606</u>	<u>750</u>
	<u>58,092</u>	<u>54,232</u>
Income from investments		
Interest CAF Gold a/c	1,380	560
Interest CAF 60 day a/c	2,496	480
Feed in Tariff	<u>3,332</u>	<u>5,914</u>
	<u>7,208</u>	<u>6,954</u>
TOTAL	<u>65,429</u>	<u>61,330</u>
Note 5: Analysis of expenditure		
Expenditure on charitable activities		
Rates and water	2,960	884
Gas and electricity	13,078	12,233
Insurance (Note 8)	1,933	1,729
Cleaning	20,047	12,939
Refuse collection	1,376	1,192
Repairs and maintenance	26,073	13,040
Telephone	636	380
Postage	26	34
Projects (incl. microwave 2023)		3,000
Online fees	246	1,005
Administrator	5,105	3,985
Defibrillator accessories	912	
Accountant's fees	772	750
Bank charges	60	60
Advertising		
ICO data protection fee	35	35
Depreciation	<u>16,752</u>	<u>16,520</u>
	<u>90,010</u>	<u>67,786</u>

NOTES TO THE ACCOUNTS (CONT'D)

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NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 1177242

NOTES TO THE ACCOUNTS (CONT'D)

	31.08.24	31.08.23
Note 12: Cash at bank and in hand		
Short term deposits	90,014	88,334
CAF cash a/c	250	318
CAF Gold a/c	51,506	49,420
	<u>141,770</u>	<u>138,072</u>

Note 13: Charity funds

Hall Manager's Fund For all normal running costs of the building and land.

Unrestricted

Trustees Fund For longer term maintenance and development of the building and land.

Unrestricted

	Balance b/fwd	Income	Expenditure	Balance c/fwd
Hall Manager's Fund	36,126	58,221	67,381	26,966
Trustees' Fund	710,396	7,208	22,629	694,975
Total Funds	<u>746,522</u>	<u>65,429</u>	<u>90,010</u>	<u>721,941</u>

Note 14: Trustee remuneration and benefits

None of the trustees has been paid any remuneration or received any other benefits from an employment with the charity.

Note 15: Trustees expenses

Expenses of £636 were claimed by a Trustee who had personally paid all the costs of NVH's telecoms service from BT.

Note 16: Transactions with related parties

There is an Agreement for Provision of Services between Jon Pick as Hall Manager and the Normandy Village Hall CIO. Amanda Pick (spouse) is a Trustee but she receives no remuneration and has claimed no expenses.

There is an Agreement for the Provision of Services between Amanda Ellis and Normandy Village Hall CIO. Amanda Ellis is a former Trustee but resigned prior to the negotiaion of the Agreement.

Note 17: Additional disclosures

Normandy Village Hall CIO, charity number 1177242, took over the funds of Normandy Village Hall, Charity number 304967, on 1 September 2018.

The cost of land and buildings represents the cost of the building itself, provision of utility services and making the garden area around the building. The land was transferred for £1 by Guildford Borough Council.