

Norton Village Hall NN11 CIO

Annual General Meeting

21st October 2025 7pm Norton Village Hall

❖ Attendees: Catherine Allcott, Nigel Allcott, Roger Thrale, Sara Thrale, Nicki Wilson

❖ Apologies: None

❖ Minutes of last meeting: None as this is the first AGM for Norton Village Hall NN11 CIO

❖ Chair's Annual Report:

- Summary

Norton Village Hall NN11 CIO was conceived just about two years ago as a way of maintaining and running the village hall on behalf of Norton Parish Council. Since registration with the Charity Commission in April 2024 we have made great strides in making this hall an attractive and viable place for the village of Norton and the wider community.

- Progress

- Documents

We have created a constitution and policies to guide our work. At the heart of the CIO's constitution is the intention to maintain and promote the village hall as a welcoming and safe space for the immediate community and those further afield in order to promote a sense of wellbeing in all its forms. Our policies back up our intentions in this respect. The committee would like to thank Northants ACRE for the use of their model documents which has made the processes so much quicker and easier. The CIO committee and the Parish Council are working towards the signing of a lease document which will transfer responsibility for the village hall to the CIO. This is not easy work as there are many considerations and not so many examples to follow but, with collaborative working we fully intend to take on the responsibility as soon as possible.

Risk Assessments are now in place and are checked annually. The committee have made some upgrades to ensure that the hall is as safe as it can be and have further upgrades planned, for example replacing the wooden cill at the front door. An annual PAT test and Fire Extinguisher check have been carried out, and we have received a visit from the Fire Officer for Northants Fire and Rescue who gave the building a clean bill of health. Wayne Soppitt of Excelec has carried out the 5-year Electrical Installation Check. There is some remedial work required but nothing that renders the electrics or the building unsafe. Roger and Sara Thrale carry out monthly Health and Safety checks, which give the committee the peace of mind that we are compliant in all areas of our Health and Safety Obligations.

- Kitchen

Since the Parish Council paid for the interior to be painted throughout, the only area that was considered less than desirable was the kitchen. As it was agreed that the CIO would receive any remaining monies from the winding up of the NVCA, it was decided to find a good quality second hand kitchen for the hall. Through a contact with the Daventry Community Larder, we were put in touch with the HR Director of Bosch/Siemens/Neff who was able to arrange for a new oven, hob, kettles and toaster to be donated. We are very grateful for this kind gesture from the company. Thanks must go largely to Roger Thrale but also to Sara Thrale and Nigel Allcott for getting their hands dirty and taking out the old kitchen before installing the new. Becky Chan from The White Horse sourced us some new worktops at a very advantageous price and Matt Bramwell kindly installed the new worktops and arranged the plumbing for the new sink. People who look around the hall with a view to hiring always comment on the 'smart' kitchen, so the committee feel this was a job well done.

- Hirings

The hall is now hired regularly every day except Friday. Private hirers are booking the hall for children's birthday parties, baby showers and family get togethers. We have a weekly hiring on a Monday afternoon by a country dancing group. Monday night is the Daventry Players Junior section. Tuesdays is reserved for the Parish Council and Norton Charity meetings. Wednesday evening is usually taken by a band rehearsal. Thursday is the village coffee morning once a month and a fitness class

run by Aspire Community Fitness every week in the early evening. Saturday morning is the food hub and, in the autumn/winter the warm space. Saturday afternoon in the autumn/ winter once a month is a craft group and on Sunday, we have regular visits from a church group based in Daventry. I think this proves that the village hall is a viable asset and that people are seeing it as a useful space. We continue to offer a heavy discount on the booking fee to people connected with the Parish (£7.50 per hour), and we charge £12.50 per hour for a standard booking. Businesses etc who commit to hiring regularly throughout the year also benefit from a small concession on the standard hire fee for the first year. We believe our hire rates to be very competitive and our proximity to Daventry seems to be a benefit. The village hall benefits from a Facebook page to advertise what is happening and we also regularly share our posts with other local Facebook pages.

- Decor

The committee feel very strongly that the village hall needs to look inviting to those people using it. The committee have a cleaning rota, which means that we can pride ourselves on high standards of cleanliness. Sara has taken responsibility for the planters under the windows and people often comment on how good the hall looks from the outside, so thank you, Sara.

- Finances

I will leave Nigel to outline our financial position but would like to share that we received over £2000 from the winding up of the NVCA. A small proportion of that was spent on installing the new kitchen and we have plans for the remaining funds. The weekly donations received as a result of the food hub have made a huge difference to the village hall bank balance and the committee would like to thank everyone who has made a donation when they have visited. Thanks also go to Kim Russell and Dave and Jill Edge for running the food hub each week. Without their support we would not have benefitted from the donations we have. In the same vein we must thank Doug and Noreen French for arranging the collection and delivery of the food each week. The committee, along with the Parish Council are pleased to be able to offer free food to the public, food that would otherwise be thrown away. The committee put on refreshments when the Tour of Britain passed through Norton which,

again, boosted our bank balance as well as allowing people the opportunity to see the hall and its potential.

One important matter to point out is that, unlike the NVCA who had responsibility for the village hall and a remit to provide events for the village, the CIO ONLY has responsibility for maintaining and hiring the village hall for the benefit of the community. I know that some villagers have been a little disappointed that some of the traditional events like the children's Halloween party have not continued since the end of the NVCA. Unfortunately, the village hall committee is very small and is fully taken up with the managing the things our constitution demands of us. If any villagers would like to step forward and run events for the benefit of the community, the committee would be very happy to support by allowing use of the village hall and its contents free of charge. We do hope that people in the community will take up this offer from time to time.

- Looking Ahead:

Work is ongoing towards the signing of the lease for the village hall between Norton Parish Council and the Village Hall CIO.

Remedial works to allow rainwater to flow off the flat roof have been proposed. This will help to alleviate the slight damp situation in the smaller toilet space.

New chairs and a chair trolley are proposed, using most of the money received from the NVCA. The existing chairs were kindly donated by Sue and Nigel Turner but are now showing their age. It is also felt that collapsible chairs on a trolley will make the hall space more flexible.

Once the lease is signed it is hoped to obtain a grant to replace the windows and blinds. The windows are over 20 years old, and the seals are failing. New UPVC windows would have built in ventilation, and it is hoped that the new frames would better blend with heritage of the building.

Ways to limit the effect of damp in the hall and funding to pay for remedial work will be sought in the form of grants.

The committee will continue to advertise the hall as a flexible warm and accommodating space for the community to use.

- Conclusion

The last 18 months to 2 years have been a busy time for the committee, full of learning the ropes, setting up systems and fulfilling obligations. We feel that Norton Village Hall is now in a position to be considered a valuable asset for the village, and we hope that it's future goes from strength to strength. My thanks must go to my fellow committee members, Nigel, Roger, Sara and Nicki for their enthusiasm and hard work, and I hope that the villagers of Norton Parish feel they now have a village hall to be proud of.

Catherine Allcott

Chair and Bookings Secretary, Norton Village Hall NN11 CIO

❖ Financial Report:

For a startup charity completing its first year of operation the CIO has finished in a healthy position, which I will summarise later.

The most significant receipt in the year was a donation of c£2,200 from the Norton Village Community Association charity, which wound up its activities during 2024. We are grateful to all those who have been involved in running the NVCA over the past 40 odd years, especially remembering our dear friend Roger Saunders who passed away earlier this year. We aim to build on their legacy.

The number of regular halls hirings has seen an upward shift and these have delivered c£2,300 in income across the 15 month time period.

The committee ran a few events which after costs generated a surplus of c£300.

The Saturday Food Hub has been an enormous success as we are grateful to the volunteers who man it on a weekly basis. Although there is no obligations from patrons to pay for any of the food available donations are welcomed, and we are please to report the Hubs have contributed £1,500 in the 15 months since they commenced.

Additional donations have been received from Jill, Kim and Dan from Norton whose teams have won monthly Pub Quizzes and have kindly shared their winnings with the Hall.

Our final major revenue stream comes from the ongoing arrangement with Nick Bobby at Mycomms to house the Village WiFi Network and the CIO has received c£500 to cover the electricity to power it.

Our largest expenditure in the year was the refurbishment of the kitchen which has received praise from many hall users. Much of the work was carried out by volunteers, the units were purchased second hand, the work surface sourced locally, and local tradesmen were used where required. The CIO spent c£650 on the refit, and we also recognized the NPC support for various aspects of the project, including upgrading the electricals.

The committee has undertaken reviews of Health & Safety requirements and have spent over £400 on appliance testing, new locks and signage, etc to bring the hall up to standard.

We have also spent more than £500 on repairs, maintenance and cleaning.

The largest running cost associated with the hall is energy, and we are only reporting £400 in the 15 months to March 2025. We know this is understated and we are working with the Parish Council to fully understand the charges for the building, which we now know to be much higher. This does not pose any threat to the CIO as we understand there are other offsetting revenues that mitigate the exposure, and we aim to have the situation fully resolved by the end on the next reporting cycle.

We continue to build up knowledge of the financial requirements of the facility we have taken on and intend to act with prudence to ensure the long-term viability of the charity. This will allow us to plan further improvements and undertake larger maintenance projects.

In summary, total revenue in the 15 months to March 2025 was £7,958, with total costs of £3,034. This leaves the CIO with a cash reserve of £4,923 at the end of our initial reporting cycle.

The full accounts will be lodged with the Charity Commission in the next few days.

Nigel Allcott, Treasurer, Norton Village Hall NN11

❖ Notice of members of the committee of Norton Village Hall NN11 CIO:

Catherine Allcott – Chair and Bookings Secretary

Nigel Allcott -Treasurer

Roger Thrale

Sara Thrale

Nicki Wilson

No objections were raised to the above committee members standing for another 12 month term and all committee members were happy to stay in post for another 12 month term. No new applications for positions on the committee were received and as such, the committee will remain the same as above for the next 12 month term.

❖ Reports received from user groups:

None received.

❖ Any Other Business:

None.

The meeting closed at 7.30pm.

Date of next AGM – Wednesday 21st October 2026



CHARITY COMMISSION
FOR ENGLAND AND WALES

Norton Village Hall NN11

No 1207976

CC16a

Receipts and payments accounts

For the period from	1st January 2024	To	31st March 2025
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	2,386	-	-	2,386	-
Events & Fundraising	1,180	-	-	1,180	-
Hall Hire	2,312	-	-	2,312	-
Food Hub donations	1,501	-	-	1,501	-
Equipment Hire	495	-	-	495	-
Sale of equipment	50	-	-	50	-
Interest Received	33	-	-	33	-
	-	-	-	-	-
Sub total (Gross income for AR)	7,958	-	-	7,958	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	7,958	-	-	7,958	-
A3 Payments					
Event Costs	902	-	-	902	-
Utilities (Electricity)	403	-	-	403	-
Maintenance	89	-	-	89	-
Kitchen Refurbishment	646	-	-	646	-
Equipment	337	-	-	337	-
Cleaning	87	-	-	87	-
H&S/Security	440	-	-	440	-
Stationery & Sundries	103	-	-	103	-
Bank Charges	27	-	-	27	-
Sub total	3,034	-	-	3,034	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,034	-	-	3,034	-
Net of receipts/(payments)	4,923	-	-	4,923	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	4,923	-	-	4,923	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	245	-	-
	Deposit Account	4,033	-	-
	Petty Cash	645	-	-
	Total cash funds	4,923	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	