

**2023-24 ANNUAL REPORT OF THE PETTIWARD HALL MANAGEMENT
COMMITTEE**

Committee

David Preece, Delia Prior and Sara Raynes were re-elected as Trustees at the AGM on 20 March 2023. Mary Preece is the Parish Council's nominated trustee until March 2025. We were very pleased to welcome Mark Simonds as a new trustee; he has proved to be a very valuable member of the team but is now moving to the coast and will not be seeking re-election. Officer positions have remained unchanged with David Preece as Chairman and Treasurer and Mary Preece as Secretary and Bookings Secretary/Keyholder. Committee meetings were held in March, April, June, September, October, November and February.

Hall Improvements and Maintenance

The main project for 2023 was the re-roofing of the hall. We considered this necessary as we believe that the roof had not been replaced since the hall was built c.1907. If slates were dislodged in storms, water penetrated into the roof spaces as there was no membrane under the slates, only wooden boards. Early in 2023 the Secretary began applying for grants as, although we had sufficient funds due to generous coronavirus grants from the government to part-fund the project, we needed an additional input of funds to make it happen. We were successful in our bid to Mid Suffolk District Council capital grants fund for £16,000 and to the Platinum Jubilee Village Hall Fund, administered by ACRE, for £8,000. We also launched the SOS or Sponsor our Slates fundraising campaign. We had a stall at the Coronation celebration on 7 May and received several cash donations and in total we received the fantastic sum of £2,656 in donations from individuals, businesses and community organisations, together with £203 from the Little Ernie Lottery. £146 in Gift Aid tax refunds yet to be claimed can also be added to the sum raised.

One of the conditions of the Jubilee Fund grant was that we hold an Open Day to publicise our project. We held a successful Open Morning on 14 October and invited village organisations to have a table to publicise their activities. We also had a display about the history of the hall. We were very pleased that our MP Jo Churchill was able to attend and the Secretary's write up and photo (thanks Peter Turner) was printed in the EADT.

We are very grateful to our neighbours – Lee, Cathy and family and Marian and Geoff – at The Cottage and The Annexe for their patience and understanding during the re-roof.

Whilst the work on the roof was taking place, the roofer made us aware that there was a large crack in one of the chimney stacks on the west (Valley Lane) side of the building. This could not be seen from the road and the crack may have been there for many years. After learning that the stack could not be repaired and after taking further professional advice, we decided that the stack should be demolished for safety reasons. We decided that, to retain the aesthetics of the building, it should be re-built to the exact dimensions and appearance as the current chimney. Planning permission was required and this was granted at the end of December but with two conditions concerning the supply of the brick specifications and dimensions of the current chimney. After satisfying these conditions the go ahead was given in mid -February. We have now instructed a builder and await a date for the work to be commenced. Grants for this work from Suffolk County Councillor Penny Otton and Mid Suffolk District Councillor John Matthissen's locality budgets and a generous donation should cover the cost.

Our new Trustee, Mark, and David carried out a Fire Risk Assessment in June and a number of improvements have been made as a result of their findings, including repairing the fire exit door from the kitchen (thanks to Graham Chaplin for his help with this) and additional signage. It is hoped to install at least one fire call point in the upstairs area and replace the meeting room chairs with ones that we know are flame-retardant when funds allow.

Land Registration

As reported at the last AGM, we have applied for "adverse possession" of a small section of land in the outdoor play area used by the Pre-school. We are still waiting for the outcome – our solicitor has known applications to take two years to be processed.

Bookings

Our regular bookings continue to be the Pre-school, including Parent & Toddler Group, weekly Yoga & Meditation classes, Garden Club and Parish Council meetings. Boyton Services continue to use the hall for HGV driver training. A Latin fitness class was a short-lived addition to the weekly schedule last May. Party bookings were strong in the first half of 2023 but there have been none since the end of May. We think this may be due in part to our policy of not

allowing bouncy castles in the hall -which was re-affirmed by the committee last year - for fire safety reasons.

The hall's tables and chairs were borrowed for the Coronation lunch, High Road Festival and Garden Club events with no charge. Hire Charges were reviewed at the end of 2023 and increased for the first time in ten years to reflect increased costs, particularly electricity and wages. However, it was decided not to increase hire charges for the Pre-school at this time. The Hiring Agreement and Conditions of Hire and Information for Hirers documents were also refreshed.

We are concerned that the hall is under-used and have asked if there are people in the village willing to organise social events to encourage a sense of community and to raise funds for good causes. There has been no response to date. We are also collaborating with Active Suffolk on providing a new activity at the hall and a survey will appear in the April newsletter.

"Little Ernie" Lottery

There was a slight increase in ticket sales in 2023-24 and, as previously mentioned, the £203 raised was spent on the new roof.

Policies

Our policies were reviewed with minor amendments to the Health & Safety and Equal Opportunities policies. A new Social Media and Communication Policy is due to be adopted at the next committee meeting.

Finally, I would like to thank my fellow trustees for their support over the last year. Mary appealed in the March newsletter for one or two people to put themselves forward for co-option to the committee. Her third four-year term of office as the Parish Council's nominated trustee ends at the 2025 AGM and she will not be seeking re-election. If we can get people on board now to learn the ropes, then hopefully the running of the hall can continue seamlessly when she leaves the committee next year. Since writing the newsletter article we have learnt that we will have a trustee vacancy this year, so ideally we need three people to join us now. Please support us if you can.

D Preece

Chairman

March 2024

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
GREAT FINBOROUGH VILLAGE HALL
FOR THE YEAR ENDED 31 DECEMBER 2023

I report on the financial statements of Great Finborough Village Hall (Charity no. 246643) for the year ended 31 December 2023.

Respective responsibilities of the trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under s144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under s145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under s145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission.

That examination includes a review of the accounting records kept by the charity's trustees and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act; or
- to prepare accounts which accord with the accounting records and comply with the requirements of the 2011 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Andrew Robinson
30 Willow Close
Great Finborough
Stowmarket
Suffolk
IP14 3BF

Date 23 March 2024

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2023

	2023 General Funds	2023 Restricted Funds (New Roof)	2023 Total	2022 Total (General Funds)
	£	£	£	£
Income				
Hall hire	7,613.03	—	7,613.03	7,284.50
Donations / grants	—	26,655.97	26,655.97	2,971.50
Interest	281.24	—	281.24	11.22
Fundraising - Little Ernie	—	406.00	406.00	384.00
Gift Aid tax refunds	4.66	11.50	16.16	—
Miscellaneous income	73.06	—	73.06	78.25
Total income	7,971.99	27,073.47	35,045.46	10,729.47
Expenditure				
Electricity	3,100.74	—	3,100.74	2,841.56
Water	355.84	—	355.84	310.85
Planning, professional and licence fees	543.80	276.00	819.80	1,020.20
General repairs and maintenance	1,088.76	—	1,088.76	823.04
Equipment	49.12	—	49.12	26.48
Insurance	871.20	—	871.20	1,219.04
Cleaning and materials	1,280.17	—	1,280.17	1,191.24
Administration	10.95	—	10.95	7.40
Hall refurbishment	13,275.78	26,795.72	40,071.50	3,850.00
Little Ernie winners	48.00	148.00	196.00	199.50
Miscellaneous expenditure	10.70	—	10.70	—
Total expenditure	20,635.06	27,219.72	47,854.78	11,489.31
Surplus / (deficit) for the year	(12,663.07)	(146.25)	(12,809.32)	(759.84)
Cash at bank and in hand as at 1 January	34,815.60	0	34,815.60	35,575.44
Cash at bank and in hand as at 31 December	22,152.53	(146.25)	22,006.28	34,815.60

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2023

	2023 General Funds	2023 Restricted Funds (New Roof)	2023 Total	2022 Total (General Funds)
	£	£	£	£
Cash at bank	22,101.91	(146.25)	21,955.66	34,776.98
Cash in hand	50.62	—	50.62	38.62
	22,152.53	(146.25)	22,006.28	34,815.60
Accrued income				
Gift Aid tax refunds	—	146.25	146.25	—
Net assets	22,152.53	0.00	22,152.53	34,815.60

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Accrued income				
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