

Hopton-on Sea Village Hall Management Trust

Reg. Charity No. 266474
Station Road Hopton-on-Sea NR31 9BE

Trustee's Annual Report for the period 1st January to 31st December 2020

Charity Name:	Village Hall, Hopton-on-Sea
Known as:	Hopton Village Hall Management Trust
Charity Number:	266474
Principal Address:	Village Hall, Station Road, Hopton-on-Sea Great Yarmouth, Norfolk. NR31 9BE

Names of the Charity Trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Mike Pearce	Chairman		
Zandra Ward	Vice Chairman		Hopton Youth Club
Maureen McGovern	Trustee		
Chris Ward	Trustee		
Shirley Pearce	Trustee		Hopton in Bloom
Mary Wilson	Trustee		Hopton in Bloom
Ian Constable	Trustee		Hopton Parish Council
	Trustee		Hopton Parish Council

Hopton-on-Sea Parish Council	Custodian Trustee
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Description of the Charity's Trusts

Type of governing document	Deed of gift dated 2 July 1953 and scheme of 17 May 1978, Order of the Commission dated 9 November 2006. As Amended by Resolutions dated 1 June 2017, 5 May 2016, 5 August 2015, 9 October 2013 and 17 December 2012.
How the charity is constructed	Trust with 7 Trustees, Volunteers, 1 Office Staff and 1 Cleaner.
Trustee selection method	Trustees are appointed or re-appointed annually
Summary of the objects of the	Management of the Village Hall

charity set out in its governing document	
Summary of the main activities in relation to these objectives	Letting of the Village Hall (2 halls) to regular user groups, individuals for private functions and businesses for education/training purposes.
Summary of the main achievements of the charity during the year.	<p>1. All objectives, targets and outcomes as defined in the Business plan are being met due to the popularity of the complex.</p> <p>2. The Charity's website has proved beneficial for on-line bookings and enquiries.</p> <p>3. A full monthly schedule of events is published on notice boards in the village, in Village News monthly magazine, local press and the Charity's own website. A diverse programme of events is available to cater for all ages and abilities and the repertoire continues to expand.</p> <p>5. Due to economic climate, the Trustees did not increase the hire fees for 2020. Premium rate for Saturday night has remained at £20 per hour, however the deposit was raised to £150.00 due to damages caused previously.</p> <p>6. Alcohol is allowed to be brought onto the premises by the hirer at a corkage fee of £25.00.</p>
Brief statement of the Charity's policy on reserves	Reserves are being held in a high interest bank account and there is a separate account for maintenance of the Village Hall complex and replacement of worn out or damaged equipment.
Details of any funds materially in deficit	

Further financial review of details	Our main source of income is derived from hire charges in letting the halls to regular users, private individuals and companies. Fundraising events are also carried out.
Future plans	<p>1. A full business plan was written in 2019 and a wide range of objectives set for a period of 10 years, These objectives and outcomes are reviewed regularly by the Big Lottery Fund and Trustees to ensure the facilities are being marketed and used to their full capacity by the local and wider communities.</p> <p>2. To further expand the type of facilities being offered to customers/hirers.</p> <p>3. A survey for all users will be circulated to assist in producing further objectives for the New Business Plan.</p> <p>4. Updated website to enable the Trustees to edit.</p>
Assets held by the Custodian Trustees.	Land at the Village Hall, Station Road, Hopton-on-Sea NR31 9BE

The Trustees declare that they have approved the Trustee's report above.

Signed on behalf of the Charity's Trustees

Signature _____

Name Mike Pearce Chairman VHMT

Dated

4th March 2021



HOPTON ON SEA VHMT 286474

Receipts and payments accounts

CC16a

For the period from 01.01.20 To 31.12.20

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
HALL HIRE RENT	16,534	-	-	16,534	36,572
BANK INTEREST	36	-	-	36	71
GYBC GRANT	10,000	-	-	10,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	26,570	-	-	26,570	36,643
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	26,570	-	-	26,570	36,643
A3 Payments					
CLEANER	5,293	-	-	5,293	7,713
REPAIRS	3,242	-	-	3,242	5,664
INSURANCE	2,064	-	-	2,064	2,312
ELECTRIC	5,033	-	-	5,033	3,085
GAS	412	-	-	412	1,174
PHONE	681	-	-	681	646
WATER	-	-	-	-	366
SEWERAGE	567	-	-	567	438
INDEPENDANT EXAMINER FEE	325	-	-	325	315
CARETAKER	255	-	-	255	639
BOOKING CLERK	8,631	-	-	8,631	9,160
LOAN REPAYMENT	4,421	-	-	4,421	4,421
LICENCE FEES	228	-	-	228	224
MEMBERSHIP FEES	-	-	-	-	-
COMPUTER EXPENSES	180	-	-	180	767
STATIONERY	293	-	-	293	519
ADVERTISING	-	-	-	-	-
DONATION	-	-	-	-	-
SPONSERSHIP	-	-	-	-	-
HOPTON IN BLOOM	230	-	-	230	220
SUNDRIES	382	-	-	382	899
	-	-	-	-	-
Sub total	32,237	-	-	32,237	38,562
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
EQUIPMENT/BLF PROJECT COSTS	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	32,237	-	-	32,237	38,562
Net of receipts/(payments)	- 5,667	-	-	- 5,667	1,919
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	39,511	38,430
Cash funds this year end	- 5,667	-	-	33,844	36,511

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		950		-
		32,027	-	-
		867	-	-
	Total cash funds	33,844	-	-

(agree balances with receipts and payments account(s))

Agreement Error

OK

OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Equipment	Unrestricted	35,421	-
	Big Lottery Fund Project	Restricted	66,322	-
	Car park work	Unrestricted	6,172	-
	Timber Outbuilding	Unrestricted	1,680	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Parish Council Loan		78,372	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

HOLYTON ON SEA VHM T

On accounts for the year
ended

31 DECEMBER 2020

Charity no
(if any)

266474

Set out on pages

1 TO 3

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and 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 section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below *) 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 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.

* Please delete the words in the brackets if they do not apply.

Signed:



Date:

19/07/2021

Name:

MARK SCOTT

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

Association of
Accounting Technicians

Address:

171 High Street Colchester
CO1 1AA
NR31 6AG

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.