

# 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 1<sup>st</sup> January to 31<sup>st</sup> December 2023

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		
Shirley Pearce	Trustee		
Mary Wilson	Trustee		
Chris Ward	Trustee	Until 13/12/23	
Keith Bradley	Trustee	From June 2023	Hopton Parish Council
Jan Windsor-Luck	Trustee		Hopton Parish Council
Matt Woolard-Kingston	Trustee		Hopton Youth Club

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 8 Trustees, Volunteers and 2 employees.
Trustee selection method	Trustees are appointed or re-appointed annually
Summary of the objects of the charity set out in its governing document	Management of the Village Hall
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 new website has proved beneficial for on-line booking enquiries.</p> <p>3. A full monthly schedule of events is published on notice boards in the village, 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 have increased the hire fees for 2023. Premium rate for Saturday night has raised to £25 per hour, plus the deposit was raised to £200.00 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	1. A full business plan was written in 2010 and updated in 2019, a wide range of objectives set for a period of 10 years, it is currently being revised, these objectives and outcomes are reviewed regularly by the Trustees to ensure the facilities are

	being marketed and used to their full capacity by the local and wider communities. 2. To further expand the type of facilities being offered to customers/hirers. 3. Updated website to enable the Trustees to edit.
Assets held by the Custodian Trustees.	Land and building known as 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                      21<sup>st</sup> February 2024



HOPTON ON SEA VHMT		250474	
Receipts and payments accounts			
For the period from	01/01/2023	To	31/12/2023

CC16a

## 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 £
<b>A1 Receipts</b>					
HALL HIRE RENT	36,674	-	-	36,674	31,970
BANK INTEREST	332	-	-	332	48
DONATIONS	-	-	-	-	1,614
GYBC	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>37,006</b>	<b>-</b>	<b>-</b>	<b>37,006</b>	<b>33,632</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>37,006</b>	<b>-</b>	<b>-</b>	<b>37,006</b>	<b>33,632</b>
<b>A3 Payments</b>					
CLEANER	6,948	-	-	6,948	6,743
REPAIRS	6,460	-	-	6,460	2,458
INSURANCE	2,421	-	-	2,421	2,219
ELECTRIC	5,115	-	-	5,115	6,571
GAS	10,354	-	-	10,354	1,132
PHONE	667	-	-	667	624
WATER	-	-	-	-	-
SEWERAGE	633	-	-	633	49
INDEPENDENT EXAMINER FEE	390	-	-	390	375
CARETAKER	750	-	-	750	797
BOOKING CLERK	9,463	-	-	9,463	9,438
LOAN REPAYMENT	4,421	-	-	4,421	4,421
LICENCE FEES	791	-	-	791	299
COMPUTER EXPENSES	35	-	-	35	1,225
WEBSITE	-	-	-	-	220
STATIONERY	51	-	-	51	246
ADVERTISING	-	-	-	-	-
DONATION	-	-	-	-	-
HOPTON IN BLOOM	-	-	-	-	-
BANK CHARGES	73	-	-	73	66
SUNDRIES	70	-	-	70	233
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>48,642</b>	<b>-</b>	<b>-</b>	<b>48,642</b>	<b>37,116</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
EQUIPMENT	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>48,642</b>	<b>-</b>	<b>-</b>	<b>48,642</b>	<b>37,116</b>
<b>Net of receipts/(payments)</b>	<b>- 11,636</b>	<b>-</b>	<b>-</b>	<b>- 11,636</b>	<b>- 3,484</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>31,568</b>	<b>-</b>	<b>-</b>	<b>31,568</b>	<b>35,052</b>
<b>Cash funds this year end</b>	<b>19,932</b>	<b>-</b>	<b>-</b>	<b>19,932</b>	<b>31,568</b>

## 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 £
<b>B1 Cash funds</b>	HSBC COMMUNITY A/C	558		-
	HSBC BUSINESS MONEY MANAGER A/C	19,001	-	-
	HSBC LOTTERY A/C	373	-	-
	<b>Total cash funds</b>	<b>19,932</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Equipment	Unrestricted	35,421	-
	Big Lottery Fund Project	Restricted	66,322	-
	Car park work	Unrestricted	6,172	-
	Timber Outbuilding	Unrestricted	1,680	-
	Boilers	Unrestricted	5,463	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Parish Council Loan		76,099	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

HORTON ON SEA VHM T

On accounts for the year  
ended

31 DECEMBER 2023

Charity no  
(if any)

266474

Set out on pages

1 to 2

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

Responsibilities and  
basis of report

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").

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (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 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.

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

Signed:



Date:

01.08.2024

Name:

MARK ATCHER

Relevant professional  
qualification(s) or body

ASSOCIATION OF  
ACCOUNTING TECHNICIANS

(if any):

M. A. A. T

Address:

2C THE COURTYARDS

MAIN CROSS ROAD

GREAT YARMOUTH NORFOLK NA303NZ

## 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.