

Trustees' Annual Report for the period

From 1st January to 31st December 2022

Charity name: Oxborough Village Hall

Charity registration number: 268868

Objectives and Activities

1. The purposes of the Village Hall is for the use of the inhabitants of the Parish of Oxborough including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
2. The main activities in 2022 were a weekly cafe, yoga, aerobics, table tennis, dog club, history group, villagers' parties and children's play. The Parish Council, National Trust and other groups have used the Hall for meetings. In order to improve the conditions of life for the inhabitants various events have been held. These include monthly quizzes, a pantomime, children's Christmas event, BBQ, big breakfast, a craft fair and the celebration of the Jubilee.
3. Trustees have been made fully aware of their responsibilities.
4. There are 15 volunteers providing cakes and drinks for the weekly cafe, running the monthly quiz, maintenance of the building, grass cutting and maintaining the grounds, checking the defibrillator and support in putting up the marquee.

Achievements and Performance

1. In line with our Trust deed we continue to serve the villagers of Oxborough and the surrounding area. We are proactive in creating different activities, services and enjoyment in addition to running the old favourites. Our weekly Cafe is thoroughly enjoyed by a group of regulars with regular 'walk-in's' visiting the village for various reasons or driving / walking past. The Table Tennis Club has doubled in size due to new residents, a village breakfast sells out quickly, a Mexican dominoes club is currently being formed as is a new craft club.
2. Part of our success is due to the hall being gradually renovated and made a place that people want to come and spend time in. Our fund-raising success is currently 100% and every penny is used to modernise the hall whilst at the same time retaining some of our original items eg crockery, cutlery, glassware, as part of a sustainability approach.
3. In order to monitor progress a schedule of works is reported to every Committee Meeting identifying priorities, lead trustee, progress, etc. It also identifies suitable for fundraising. Achievements in 2022 included a new patio, ramp and turfing the garden, introduction of CCTV, installation of sound-reducing baffles in the main hall.

Financial Review

1. At the end of the financial year the General Fund balance was £7,674.15. Although there is commitment of £3,696 for a new fire door to be installed in early 2023, the overall financial position is healthy. The trustees set an annual budget and monitor this during the year.
2. Reserves of £4,000 are held to deal with any unforeseen major repairs and/or loss of income due to closure of the Hall.
3. The principal sources of funds in 2022 were our weekly CafeOx, monthly Quiz, Pantomime, Open Gardens, BBQ and Activities. This accounted for over £10k.

Fundraising of £10,036 for the new patio, ramp. garden furniture and new turf was achieved from FCC Communities Foundation.

4. With the current level of reserves, General Fund balances and continued level of income the charity remains a going concern.

Structure, Governance and Management

1. The Trust Deed was signed and sealed on 6th December 1976.
2. The charity is an unincorporated association.
3. The Committee consists of 5 elected trustees, 1 representative each from the Parish Council and the Oxborough Parochial Church Council plus 2 co-opted members. The elected trustees are elected at the AGM. Co-opted members are appointed at an ordinary committee meeting. All members retire together at the end of the next AGM after they came into office, but they may be re-elected.
4. We currently have 3 vacancies
5. We have a role profile outlining skills and responsibilities required for all trustees. New trustees are made aware of all policies, the accounts and current budget.
6. We are members of Community Action Norfolk an organisation which provides advice to us on a number of issues.
7. We have a full safeguarding policy and procedure. An access audit and full fire risk assessment has taken place.

Reference and Administrative details

Charity name - Oxborough Village Hall

Registered charity number - 268868

Charity's principal address - Oxborough Village Hall, Swaffham Road, Oxborough, PE33 9QB

Names of the charity trustees who manage the charity

1. Catherine Warnock - Chair
2. Eileen Stapleton - Vice Chair
3. Julie Wood - Secretary
4. Michael Craig - Treasurer
5. Susan Hernandez
6. Elaine Willies

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of charity's trustees

Signature_____

Full name_____

Position_____

Date_____

Oxborough Village Hall Final Accounts 2022

[illegible]

			General	I — — — — —	Restricted	— — — — — I
				WiFi	Christmas Event	Hot Spot
<u>2021</u>	<u>Expenditure</u>	<u>2022</u>				
£	<u>Premises Costs</u>	£				
1,461	Electricity	1,801.00				
204	Water	456.51				
710	Insurance and Licence	824.77				
1,000	Cleaning and Supplies	1,532.42				
35	Fire Maintenance	344.39				
226	General Maintenance	305.93				
223	Grounds Maintenance	323.34				
3,859			5,588.36			
	<u>Events</u>					
348	CafeOx	610.28				
179	Quiz	573.46				
0	Pantomime	271.88				
0	Payment to St Johns	459.81				
0	Children's Christmas				703.56	
116	Open Gardens	243.58				
	Payment to St Johns	435.35				
352	BBQ	242.65				
0	Breakfast				147.25	
0	Jubilee	364.88				
995			3,201.89			
	<u>Equipment and Improvements</u>					
10,679	Ramp and Patio	6,027.70				
3,273	Garden Furniture	0.00				
0	CCTV	910.00				
1,587	WiFi			299.14		
5,555	Other (see note 2)	3,656.98				
21,094			10,594.68			
	<u>Miscellaneous</u>					
640	Website	528.00				
176	Christmas Expenses	0.00				
50	CAN	50.00				
238	Other	15.39				
1,104			593.39			
27,052	<u>Expenditure</u>		19,978.32	299.14	850.81	0.00
-2,571	<u>Net Position</u>		4,200.03	-299.14	232.52	2,000.00
		Opening Balance	3,474.12	755.66	0.00	0.00
			7,674.15	456.52	232.52	2,000.00
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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE OXBOROUGH VILLAGE HALL
ON THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2022**

Respective responsibilities of trustees and examiner

The charity's board of 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. 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.

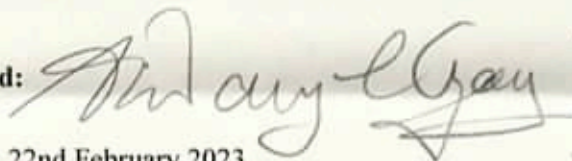
Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me reasonable 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.

Signed:



Date: 22nd February 2023

Hilary Gay FCA
67 Calabria Road, London. N5 1HX