

Spixworth Parish Council as Trustee of Village Hall and Playing Fields

Chairman's Report 2024-25

Village Hall private bookings have been steady over 2024/25; hall hire prices are in line with other Village Halls of an equivalent size. We now have twenty-two regular hirers that use the Village Hall on a weekly basis.

The decision was agreed last year to stop the management committee meetings as there is no longer a management committee. The village hall and playing field have been managed by the Trustee since February 2009. Trustee meetings will now be held three times a year which includes the annual general meeting being held in May. Extraordinary meetings will be held as and when necessary.

The Village Hall accounts faced a shortfall this year of £1,231.65 much improvement from the previous year when the deficit was £12,139.57.

As of 31st March 2025, there was £7,108.25 in the current account and £3.12 in the savings account.

The hall is just keeping its head above water but the biggest impact on finances has been the energy bills and ongoing repairs and maintenance to the building.

A feasibility study was carried out on the Village Hall on the 29th of November 2024 to evaluate the extent of repairs needed. The clerk will need to go out tender for quotes based on the findings of the report. There is a possibility that the Parish Council can use CIL money to help with the cost of repairs, but the Trustee will also need to apply for a lottery grant.

The clerk is waiting for final versions of the new occupation licences for the Social Club and Bowls Club. The clerk sent an update of terms to the solicitors on the 28th of April 2025 and chased again on the 14th May 2025.

Mark Knight

Chairman, of the Trustee to
Spixworth Village Hall and Playing Field

19th May 2025

DATE	DESCRIPTION	FOLIO NO	HALL HIRE PRIVATE	SOCIAL CLUB BAR HIRE CHARGE	HALL HIRE REGULAR	PHONE MAST INCOME	RECYCLING CREDITS - BOTTLE BANK	BOWLS CLUB GROUND RENT - WATER	PARISH COUNCIL OFFICE RENT	BANK INTEREST	SOCIAL CLUB LICENCE/UTILITY CONTRIBUTION	MISCELLANEOUS	SPIXWORTH YOUTH FOOTBALL CLUB	TOTAL
02.04.2024	Lee Javy Private Party Balance Payment		£135.00	£35.00										£170.00
04.04.2024	Spixworth Parish Council - Room B4 Hire - February				£32.00									£32.00
04.04.2024	Spixworth Parish Council - Room B4 Hire - March				£16.00									£16.00
05.04.2024	Norfolk & Norwich Nanis - Private Booking Balance		£65.00											£65.00
08.04.2024	R. Smith - Scouts Christmas Dinner Payment		£96.00											£96.00
09.04.2024	Evergreen Line Dance - March				£96.00									£96.00
09.04.2024	John & Jackie Gallant - Bingo - March				£96.00									£96.00
09.04.2024	Kathryn Robinson-Fitt - Phoenix Line Dance - March				£120.00									£120.00
10.04.2024	Kelly Davy - Child's Party		£60.00											£60.00
11.04.2024	Tracey Rowe - Spixworth Stitchers - March				£32.00									£32.00
12.04.2024	Broadland District Council - Broadly Active - March				£60.00									£60.00
12.04.2024	Marcin Burda - Raw Fitness - March				£56.00									£56.00
12.04.2024	Paul Brett - Private Party Deposit		£60.00											£60.00
12.04.2024	Jonathan Barker - Child's Party Payment		£65.00											£65.00
12.04.2024	ATP Health & Fitness - March				£57.00									£57.00
15.04.2024	Dynamic Dance - March				£171.00									£171.00
15.04.2024	Kelly Davy - Child's Party remaining balance		£5.00											£5.00
15.04.2024	Connie Ackers - Bells & Whistles Designs - March				£112.00									£112.00
15.04.2024	Connie Ackers - Bells & Whistles Designs - March - Electric											£20.00		£20.00
16.04.2024	Kristian Cubitt - NSKMA - March				£84.00									£84.00
17.04.2024	Sharon Coleman - Dining Club - April				£72.00									£72.00
17.04.2024	Anna Roger - Spixworth Rainbows - March				£30.00									£30.00
17.04.2024	Kaye Murray - Private Party Payment		£195.00											£195.00
17.04.2024	Abi Bunn - Private Hall Hire - 1 hour		£25.00											£25.00
17.04.2024	Stay & Play 27.03.24 & 17.04.24				£48.00									£48.00
17.04.2024	W.I. Meeting - March				£27.00									£27.00
17.04.2024	W.I. Craft - March				£12.00									£12.00
17.04.2024	W. I. Darts - March				£30.00									£30.00
17.04.2024	Spixworth Community Choir - February				£24.00									£24.00
18.04.2024	Kerri Gibbons - Yoga - March				£48.00									£48.00
19.04.2024	N. Ramm - Child's Party Payment		£65.00											£65.00
23.04.2024	SAPS - March				£15.00									£15.00
25.04.2024	K. Parker - Private Party Balance		£27.50											£27.50
25.04.2024	Spixworth Social Club - Flame Skill Invoice paid by village hall											£132.66		£132.66
	APRIL TOTAL		£798.50	£35.00	£1,238.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£152.66	£0.00	£2,224.16
01.05.2024	L. Collett - Farmers' Market - April				£77.00									£77.00
02.05.2024	Dynamic Dance - April				£133.00									£133.00
02.05.2024	Kathy Robinson-Fitt - Phoenix Line Dance - April				£140.00									£140.00
02.05.2024	Spixworth Social Club - April - Gas										£194.40			£194.40
02.05.2024	Spixworth Social Club - April - Water										£88.15			£88.15
02.05.2024	Spixworth Social Club - April - Electric										£2,676.57			£2,676.57
03.05.2024	John & Jackie Gallant - Bingo - April				£120.00									£120.00
03.05.2024	K. Gibbons - Yoga - April				£48.00									£48.00
03.05.2024	Spixworth Youth Football Club - 3rd Instalment - Pitch Maintenance												£473.06	£473.06
07.05.2024	Marcin Burda - Raw Fitness - April				£70.00									£70.00
07.05.2024	ATP Health & Fitness - April				£70.00									£70.00
07.05.2024	T. Rowe - Spixworth Stitchers - April				£32.00									£32.00
07.05.2024	Kristian Cubitt - NSKMA - April				£84.00									£84.00
08.05.2024	Christine Harvey - Extend to Music - April				£70.00									£70.00
09.05.2024	Spixworth Parish Council - April				£28.00									£28.00
10.05.2024	Laura Bailely - Private Party Balance		£135.00	£35.00										£170.00
13.05.2024	Evergreen Line Dance - April				£112.00									£112.00
13.05.2024	C. Martire - Private Party Deposit		£60.00											£60.00
15.05.2024	S. Hixson - Private Party Deposit		£60.00											£60.00
16.05.2024	Rainbows - April				£25.00									£25.00
16.05.2024	Allan Ashley - Private Party Balance		£210.00	£35.00										£245.00
16.05.2024	Paul McAlpine - Private Party Balance		£330.00	£50.00										£380.00
16.05.2024	Stay & Play 24.04.24, 01.05.24, 08.05.24, 15.05.24				£96.00									£96.00
16.05.2024	Spixworth Community Choir - March				£24.00									£24.00
16.05.2024	Spixworth W.I.Darts - April				£48.00									£48.00
16.05.2024	Spixworth W.I. Craft - April				£24.00									£24.00
16.05.2024	Spixworth W.I. Meeting - April				£27.00									£27.00
21.05.2024	R.L. Osborne - Private Party Deposit		£60.00											£60.00
24.05.2024	Broadland District Council - Broadly Active - April				£87.50									£87.50
28.05.2024	SAPS - Fundraising Jumble Sale											£150.00		£150.00
28.05.2024	SAPS - April				£108.00									£108.00
28.05.2024	Emma Vaughan - Slimming World - April				£35.00									£35.00
28.05.2024	Kelly Hunter - Private Party Balance		£135.00		£35.00									£170.00
28.05.2024	Rubeca Osborne - Private Party Balance		£135.00		£35.00									£170.00
30.05.2024	Spixworth Social Club - Stay & Play invoice 05.06.24 to 17.07.24				£252.00									£252.00
31.05.2024	L. Pointer - Private Party Deposit		£60.00											£60.00
	MAY TOTAL		£1,983.50	£155.00	£3,018.50	£0.00	£0.00	£0.00	£0.00	£0.00	£2,959.12	£302.66	£473.06	£8,891.84
03.06.2024	Lorraine Collett Farmers' Market - May				£77.00									£77.00
03.06.2024	Spixworth Social Club - Water											£93.50		£93.50
03.06.2024	Spixworth Social Club - Gas											£289.44		£289.44
03.06.2024	Spixworth Social Club - Electric											£3,104.68		£3,104.68
05.06.2024	Kathy Robinson-Fitt Phoenix Line Dance - May				£105.00									£105.00
06.06.2024	Dynamic Dance - May				£245.00									£245.00
07.06.2024	John & Jackie Gallant - Bingo - May				£120.00									£120.00
10.06.2024	ATP Health & Fitness - May				£70.00									£70.00
10.06.2024	Evergreen Line Dance - May				£105.00									£105.00
10.06.2024	Kerri Gibbons - Yoga - May				£60.00									£60.00
10.06.2024	Bowls Club - Ground Rent - 2nd Instalment							£40.00						£40.00
11.06.2024	Bowls Club - Water - 22.03.24 to 21.05.2024							£5.34						£5.34
11.06.2024	T. Rowe - Spixworth Stitchers - May				£40.00									£40.00
12.06.2024	Spixworth Parish Council - Annual Rent								£925.00					£925.00
12.06.2024	Spixworth Parish Council - May				£32.00									£32.00
14.06.2024	Broadland District Council - Hall Hire - Police & Crime Election - May		£404.00											£404.00
14.06.2024	Christine Harvey - Extend to Music - May				£52.50									£52.50
17.06.2024	Marcin Burda - Raw Fitness - May				£56.00									£56.00
18.06.2024	Kristian Cubitt - NSKMA - May				£84.00									£84.00
20.06.2024	Spixworth Social Club - Premises Licence - Village Hall paid initially										£180.00			£180.00

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12.02.2025	ATP Health & Fitness - January 2025					£70.00								£70.00
13.02.2025	Kerry Sutton - Move & Improve - January					£28.00								£28.00
14.02.2025	SAPS - January Hire					£252.00								£252.00
17.02.2025	Brittany Bradshaw - Private Party Balance	£65.00												£65.00
17.02.2025	Spixworth Social Club - Electric - January									£2,912.48				£2,912.48
17.02.2025	Spixworth Social Club - Gas - January									£846.45				£846.45
17.02.2025	Spixworth Social Club - Water - January									£84.59				£84.59
17.02.2025	Christine Harvey - Extend to Music - January				£70.00									£70.00
17.02.2025	Ceroc Anglia - Private Party Balance	£52.50												£52.50
18.02.2025	Evergreen Line Dance - January				£140.00									£140.00
19.02.2025	Norfolk & Norwich Nanis - Private Booking Deposit	£60.00												£60.00
19.02.2025	Bob Smith - Scouts Pensioner's Christmas Meal full payment	£96.00												£96.00
19.02.2025	Kristian Cubitt - NSKMA - January				£105.00									£105.00
20.02.2025	T. Rowe - Spixworth Stitches -				£32.00									£32.00
24.02.2025	Nathan Gray - Private Party Deposit	£60.00												£60.00
24.02.2025	M. Knight - Child's Party Payment	£65.00												£65.00
26.02.2025	M. Dodds - Private Party Deposit	£60.00												£60.00
26.02.2025	D.Arthur - Child's Party Payment - Extra Hour	£25.00												£25.00
28.02.2025	V. Taylor - Private Party Deposit	£60.00												£60.00
	FEBRUARY TOTAL	£9,232.00	£610.00	£18,328.66	£8,221.73	£786.12	£339.88	£925.00	£0.00	£34,339.75	£3,425.34	£996.12	£77,204.60	
04.03.2025	Dynamic Dance - February				£199.50									£199.50
04.03.2025	Marcin Burdha - Raw Fitness - February				£56.00									£56.00
04.03.2025	Kathy Robinson - Fitt - Phoenix Line Dance				£140.00									£140.00
05.03.2025	John & Jackie Gallant - Bingo - February				£120.00									£120.00
05.03.2025	Spixworth Parish Council - Allotment Water										£8.90			£8.90
05.03.2025	L. Collett - Farmers' Market - February				£77.00									£77.00
05.03.2025	W.I. Meeting February				£27.00									£27.00
07.03.2025	Broadland District Council - Broadly Active - January				£70.00									£70.00
10.03.2025	K. Gibbons - Yoga - February				£72.00									£72.00
10.03.2025	ATP Fitness - February				£70.00									£70.00
10.03.2025	Kerry Sutton - Move & Improve - February				£28.00									£28.00
10.03.2025	Evergreen Line Dance - February				£140.00									£140.00
11.03.2025	SAPS - February				£600.00									£600.00
12.03.2025	Stay & Play - January				£96.00									£96.00
12.03.2025	W.I. - Craft - January				£24.00									£24.00
12.03.2025	W.I. - Darts - January				£80.00									£80.00
12.03.2025	Dining Club - February				£72.00									£72.00
12.03.2025	W.I. Craft - February				£16.00									£16.00
12.03.2025	W.I. Darts - February				£64.00									£64.00
12.03.2025	Stay & Play - February				£72.00									£72.00
12.03.2025	Spixworth Social Club Funday Deposit	£60.00												£60.00
12.03.2025	Spixworth Community Choir - January				£12.00									£12.00
12.03.2025	Spixworth Community Choir - February				£24.00									£24.00
12.03.2025	T. Rowe - Spixworth Stitches - February				£32.00									£32.00
13.03.2025	Christine Harvey - Extend to Music - February				£70.00									£70.00
14.03.2025	Kristian Cubitt - NSKMA - February				£42.00									£42.00
19.03.2025	Sara Andrews - Private Party Deposit	£60.00												£60.00
21.03.2025	Michelle Proctor - Child's Party Payment	£65.00												£65.00
21.03.2025	Spixworth Social Club - Water - February									£94.26				£94.26
21.03.2025	Spixworth Social Club - Gas - February									£803.39				£803.39
25.03.2025	J. White - Child's Party Payment	£65.00												£65.00
26.03.2025	MBNL - Phone Mast													£1,073.91
28.03.2025	L. Collett - Farmers' Market - March				£77.00									£77.00
31.03.2025	S. Wright - Child's Party Payment	£65.00												£65.00
	MARCH TOTAL	£9,547.00	£610.00	£20,609.16	£9,295.64	£786.12	£339.88	£925.00	£0.00	£35,237.40	£3,434.24	£996.12	£81,780.56	

DATE	DESCRIPTION	SALARIES	STAFF COSTS	REPAIRS & MAINTENANCE	GAS & ELECTRIC	WATER	BOTTLE BANK COLLECTION	GROUNDS MAINTENANCE	CLEANING	EQUIPMENT RENTAL	PRINTING/ STATIONERY	ACCTS PACKAGE MICROSOFT OFFICE	MOBILE PHONE	WASTE & RECYCLING COLLECTION	BANK TRANSFER TO SAVINGS ACCOUNT/PARISH NEWS	REPAYMENTS TO PARISH COUNCIL	MISCELLANEOUS	BAR HIRE PAYMENTS TO SOCIAL CLUB	VILLAGE HALL ANNUAL PREMISES LICENCE (DPS)/ PPL PRS LICENCE BUSINESS RATES	VILLAGE HALL EXPENSES	DEFIBRILLATOR	PARISH MAGAZINE (Temp)	TOTAL		
09.04.2024	British Gas Business				£629.85																		£629.85		
18.04.2024	Anglian Water Business					£304.00																	£304.00		
24.04.2024	Vodafone - Village Hall Phone													£9.73									£9.73		
24.04.2024	Engie Electric				£3,421.96																		£3,421.96		
24.04.2024	Initial Plumbing - Taps for Ladies toilets				£138.00																		£138.00		
24.04.2024	Initial Plumbing - water heater Room B4, new waste pipe in ladies toilets				£618.00																		£618.00		
24.04.2024	Blockbuster Drain - Blocked toilets in Social Club				£132.00																		£132.00		
24.04.2024	Anglian Chemicals								£132.49														£132.49		
29.04.2024	HMRC - April		£87.00																				£87.00		
30.04.2024	Clive Newark - April Salary	£547.92																					£547.92		
	APRIL TOTAL	£547.92	£87.00	£1,086.00	£4,051.81	£304.00	£0.00	£0.00	£132.49	£0.00	£0.00	£0.00	£0.00	£9.73	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,218.95	
03.05.2024	British Gas Business				£684.12																		£684.12		
07.05.2024	Your Parking Sign - Overflow parking signs																						£62.56		
13.05.2024	UJM Berrymann - February						£21.60																£21.60		
15.05.2024	Anglian Water Business					£304.00																	£304.00		
20.05.2024	Vodafone - Village Hall Phone													£9.83									£9.83		
22.05.2024	Roger Cartwell - Audit of village hall accounts																£84.00						£84.00		
22.05.2024	Norse - Football Pitch Maintenance							£433.06															£433.06		
22.05.2024	Norse - Grounds Maintenance							£389.74						£122.17									£389.74		
22.05.2024	Anglian Chemicals																						£122.17		
22.05.2024	The Norfolk Water Company - Kitchen Water Boiler																						£129.53		
22.05.2024	Flamekill			£240.78																			£240.78		
22.05.2024	The Alarm Company			£264.00																			£264.00		
22.05.2024	Spixworth Parish Council - Admin work for village hall Dec 2023	£890.16																					£890.16		
23.05.2024	Engie Electric					£1,156.78																	£1,156.78		
25.05.2024	HMRC - May		£71.40																				£71.40		
31.05.2024	Clive Newark - May Salary	£486.30																					£486.30		
	MAY TOTAL	£1,924.38	£158.40	£1,590.78	£7,892.69	£608.00	£21.60	£822.80	£254.66	£129.53	£0.00	£0.00	£0.00	£19.56	£0.00	£0.00	£0.00	£84.00	£0.00	£0.00	£0.00	£0.00	£0.00	£13,568.96	
06.06.2024	British Gas Business				£695.65																		£695.65		
06.06.2024	UJM Berrymann						£30.60																£30.60		
17.06.2024	Anglian Water Business					£304.00																	£304.00		
19.06.2024	Vodafone - Village Hall Phone													£10.49									£10.49		
19.06.2024	Broadland District Council - Social Club Premises Licence																						£180.00		
19.06.2024	Defibrillator - Defibrillator Pads																	£180.00				£92.94	£92.94		
26.06.2024	Engie Electric					£3,174.35																	£3,174.35		
26.06.2024	Mrs. C. Lake - 3 keys for village hall rear door.																						£20.60		
26.06.2024	UJM Berrymann						£28.98																£28.98		
26.06.2024	Anglian Chemicals								£48.86														£48.86		
26.06.2024	Spixworth Parish Council - Admin work for village hall Jan 2024	£890.16																					£890.16		
	JUNE TOTAL	£2,814.54	£158.40	£1,590.78	£11,762.69	£912.00	£81.18	£822.80	£303.52	£129.53	£0.00	£0.00	£0.00	£30.05	£0.00	£0.00	£0.00	£264.00	£0.00	£0.00	£0.00	£83.16	£92.94	£0.00	£19,045.59
01.07.2024	Clive Newark - June Salary	£769.48																						£769.48	
01.07.2024	HMRC - June		£163.63																					£163.63	
03.07.2024	Amiee Nickerson	£66.00																						£66.00	
03.07.2024	Amazon - Emergency key box for village hall																							£8.88	
04.07.2024	British Gas Business																							£163.43	
04.07.2024	Spixworth Social Club - Bar Hire - April, May and June																							£252.00	
04.07.2024	Rapid Secure - Emergency Locksmith for Village Hall Main Door					£252.00																		£252.00	
04.07.2024	Spixworth Parish Council - Admin work for village hall Feb 2024	£890.16																						£890.16	
15.07.2024	Anglian Water Business					£304.00																		£304.00	
18.07.2024	Vodafone - Village Hall Phone													£9.83										£9.83	
22.07.2024	Spixworth Parish News - Parish Council Contribution															£900.00							£900.00		
30.07.2024	Engie Electric					£3,563.82																	£3,563.82		
30.07.2024	Anglian Chemicals								£24.17															£24.17	
30.07.2024	Mrs C. Lake - Fire Exit Key																				£9.00		£9.00		
30.07.2024	Anglian Chemicals								£126.20															£126.20	
30.07.2024	HMRC - July																						£69.40		
31.07.2024	Clive Newark - July Salary	£477.50		£69.40																				£546.90	
	JULY TOTAL	£5,017.68	£391.43	£1,842.78	£35,509.94	£1,216.00	£81.18	£822.80	£453.89	£129.53	£0.00	£0.00	£0.00	£39.88	£0.00	£900.00	£0.00	£264.00	£295.00	£0.00	£101.04	£92.94	£0.00	£27,158.09	
01.08.2024	Broadland District Council - Business Rates																							£27,955.00	
01.08.2024	Amazon - Child Safety Locks for Village Hall Cleaning Cupboard																							£12.67	
05.08.2024	Amazon - 2025 Diary																							£11.98	
15.08.2024	Anglian Water Business																							£471.00	
15.08.2024	Alex Knight - Bank Cleaner	£60.00																						£60.00	
20.08.2024	Vodafone - Village Hall Phone													£9.83										£9.83	
20.08.2024	Bear Electric - PAT Testing					£54.60																		£54.60	
20.08.2024	UJM Berrymann - Bottle Bank						£27.00																	£27.00	
20.08.2024	Broadland District Council - Premises Licence																							£180.00	
20.08.2024	British Gas Business																							£111.98	
20.08.2024	Anglian Chemicals								£60.36															£60.36	
20.08.2024	PHS Group - Sanitary Bins Annual Invoice																							£45.86	
20.08.2024	The Norfolk Water Company																							£129.53	
20.08.2024	Green Energy - Village Hall Gas Termination Fee					£3,000.00																		£3,000.00	
28.08.2024	Alex Knight - Bank Cleaner					£48.00																		£48.00	
28.08.2024	Engie Electric					£4,031.32																		£4,031.32	
30.08.2024	Clive Newark August Salary	£107.95																						£107.95	
	AUGUST TOTAL	£5,233.63	£391.43	£1,897.38	£22,653.24	£1,687.00	£108.18	£822.80	£514.25	£259.06	£0.00	£0.00	£0.00	£49.71	£0.00	£900.00	£0.00	£309.86	£295.00	£207.95	£125.69	£92.94	£0.00	£35,548.12	
02.09.2024	Broadland District Council - Business Rates																							£33.00	
03.09.2024	Amiee Nickerson - Bank Cleaner 19th 21st 24th August	£52.00																						£52.00	
03.09.2024	Amiee Nickerson - Bank Cleaner 28.08.24.01.09.24	£40.00																						£40.00	
10.09.2024	Amiee Nickerson - Bank Cleaner 2nd 4th 6th September	£60.00																						£60.00	
10.09.2024	Jamie Douglas - MG Fencing - Repair to over flow car park entrance																							£1,040.00	
10.09.2024	Ashtons Legal - Land Registry for Village hall & Playing Field																							£1,430.20	
10.09.2024	British Gas Business					£116.98																		£116.98	
12.09.2024	Amiee Nickerson - Bank Cleaner 9th 10th 11th 12th September	£48.00																						£48.00	
16.09.2024	Anglian Water Business		</																						

20.02.2025	Amazon - Village Hall Car Park Lining																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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SPIXWORTH VILLAGE HALL AND PLAYING FIELD MANAGEMENT COMMITTEE FINANCIAL STATEMENT 2024/25
FOR YEAR ENDED 1 APRIL 2024 - 31 MARCH 2025

AS OF 31.3.2025

	2024/25	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19
BALANCE BROUGHT FORWARD	£7,111.37	###	31500.6	28277.8	£14,263.57	£13,826.64	###
C.Lake-Updated 14.1.26							

RECEIPTS (Income)			
Hall Hire Private			£9,547.00
Social Club Bar Hire Charge (received from private Hirers)			£610.00
Hall Hire Regular			£20,609.16
Phone Masts Income			£9,295.64
Bottle Bank Glass Credits			£786.12
Bowls Club Ground Rent			£339.88
Parish Council Office Rent			£925.00
Bank Interest			£0.00
Social Club Utility Contribution			£35,237.40
Miscellaneous-(Grants/one off receipts/Parish Magazine			£3,434.24
Spixworth Youth Football Club			£996.12
Account Adjustment			-£9.83
TOTAL			£81,770.73
PAYMENTS (Expenditure)			
Salaries			£15,741.82
Staff Costs			£458.63
Repairs & Maintenance			£3,037.31
Gas & Electric			£43,050.31
Water			£4,915.00
Bottle Bank Glass Collection			£232.38
Grounds Maintenance			£1,885.60
Cleaning Products			£1,266.05
Insurance/Licences			£524.60
Printing/Stationery			£0.00
Accounts Package/Microsoft Office			£0.00
Mobile Phone			£120.69
Waste & Recycling Collection			£1,130.45
Bank Transfer to Savings Account /Parish News Account			£900.00
Repayments to Parish Council			£0.00
Miscellaneous			£2,163.66
Parish Magazine			£0.00
Social Club Bar Hire Payments			£680.00
Village Hall Annual Premises Licence (DPS)			£1,598.89
Defibrillator			£92.94
Village Hall Expenses			£5,974.88
TOTAL	£0.00		£83,773.21
SURPLUS/(DEFICIT)			
	£0.00	£0.00	-£2,002.48
BALANCE CARRIED FORWARD			
			£5,108.89

SPIXWORTH PLAYING FIELD AND VILLAGE HALL MANAGEMENT COMMITTEE

Presented by: C Lake					
	Date	2023/24		Date	2024/25
Lloyds Current Account (Treasurers) Balance	31.3.24	£9,110.73		31.3.25	£7,108.25
Lloyds Savers Account Balance	31.3.24	£3.12		31.3.25	£3.12
TOTAL-(Carry this balance forward to next Year)		£9,113.85			£7,111.37

INDEPENDENT EXAMINER'S REPORT

SPIXWORTH PLAYING FIELD AND VILLAGE HALL MANAGEMENT COMMITTEE
BUDGET 21/22 TO BE COMPLETED
AS AT 31 MARCH 2021

	2019/20	BUDGET 2020
BALANCE BROUGHT FORWARD	£13,998.93	
RECEIPTS		
Hall Hire Private		
Hall Hire Regular		
Mast Income		
Bottle Bank		
Bowls Club Ground Rent		
Parish Council Office Rent		
Bank Interest		
Social Club Utility Refund		
Misc		
TOTAL		£0.00
PAYMENTS		
Salaries		
Repairs & Maintenance		
Heat & Light		
Water		
Glass Collection		
Grounds Maintenance		
Cleaning		
Insurance/Licences		
Printing/Stationery		
Accounts Package/Microsoft Office		
Phone		
TOTAL		£0.00
SURPLUS/(DEFICIT)	£0.00	£0.00
BALANCE CARRIED FORWARD	£13,826.64	

SPIXWORTH PLAYING FIELD AND VILLAGE HALL MANAGEMENT COMMITTEE

Represented by:

	2019
Lloyds Current	£10,076.16
Lloyds Saver	£3,750.48
TOTAL	£13,826.64

Anne Barnes (Honorary Treasurer)

Dated:

30-Nov-20

2020/21
£13,826.64

£9,547.00
£20,609.16
£9,295.64
£786.12
£339.88
£925.00
£0.00
£35,237.40
£3,434.24
£80,174.44

£15,741.82
£3,037.31
£43,050.31
£4,915.00
£232.38
£1,885.60
£1,266.05
£524.60
£0.00
£0.00
£120.69
£70,773.76

£9,400.68

£23,227.32

2020
£5,351.12
£3,751.29

£9,102.41

Independent Examiner's Report to the Trustee of Spixworth Playing Field and Village Hall Charity – year ended 31 March 2025

Registered Charity No: 273019

	Previous Year 2023/24	Year 2024/25
	£	£
Receipts in the Year:	85,921.55	81,770.73
Payments in the Year:	108,301.48	83,773.21
Deficit in the Year:	22,379.93	2,002.48
Cash/Bank Reserves at the year-end (31 March):	9,113.85	7,111.37

1. Respective responsibilities of Trustee and Independent Examiner.

The Charity's Trustee is responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustee requires an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

2. Report for the year ended 31 March 2025.

The Charity Commission records the Charity's Registration being dated 21 March 1977 under a Standard Registration. The governing document is under a Conveyance dated 1 May 1969 as amended by Special Resolution on 24 February 2009. The Area of Benefit is the Parish of Spixworth in the County of Norfolk.

The object of the Charity is recorded as to provide '*A Recreation Ground for the Benefit of the Inhabitants of the Parish of Spixworth in such a manner as the Committee or Management Team from time to time shall think fit*'.

An accounting system is in place with a summary document listing the overall payments and receipts in the year of account. Spreadsheets are maintained detailing individual payments and receipts from which the summary document has been constructed.

The following observations are made:

- a) The Charity's Accounts for the year ending 31 March 2025 have been prepared on a Receipts and Payments basis and have yet to be approved by the Trustee.
- b) The Annual Report 2024/25 by Mr Mark Knight, the Chairman of the Trustee, is dated 19 May 2025 and notes the following key issues:
- *Village Hall private bookings have been steady over 2024/25; hall hire prices are in line with other Village Halls of an equivalent size. We now have twenty-two regular hirers that use the Village Hall on a weekly basis.*
 - *The decision was agreed last year to stop the management committee meetings as there is no longer a management committee. The village hall and playing field have been managed by the Trustee since February 2009. Trustee meetings will now be held three times a year which includes the annual general meeting being held in May. Extraordinary meetings will be held as and when necessary.*
 - *The hall is just keeping its head above water but the biggest impact on finances has been the energy bills and ongoing repairs and maintenance to the building.*
 - *A feasibility study was carried out on the Village Hall on the 29th of November 2024 to evaluate the extent of repairs needed. The clerk will need to go out tender for quotes based on the findings of the report. There is a possibility that the Parish Council can use CIL money to help with the cost of repairs, but the Trustee will also need to apply for a lottery grant.*
- c) The Form CC16a (the template to help eligible non-company charities prepare their Trustee's annual report and receipts and payments account) can now be submitted to the Charity Commission, if required. The Form will display a summary of the accounts for the year 2024/25 with comparative figures for the previous accounting year, 2023/24.
- d) The Annual Return and the Accounts and Trustee's Annual Report for the previous year ended 31 March 2024 is recorded by the Charity Commission as having been received on 16 January 2025 (on time).
- e) As at 31 March 2025 the Charity held a Lloyds Bank Treasurer's Account (£7,108.25) and a Lloyds Bank Instant Access Savings Account (£3.12), a total of £7,111.37.
- f) **The Bank Reconciliation.**

A Bank Reconciliation is an accounting process in which the organisation's accounting records are reconciled with its bank statements to make sure that the balances match. It entails tallying the transactions recorded in the organisation's books (deposits, payments, transfers etc.) with those listed on the bank statements. Accordingly, the bank reconciliation is an important internal control mechanism. It provides a systematic way to verify that all transactions have been properly recorded and accounted for, reducing the risk of financial misstatement. The process helps identify differences (whether they are errors, omissions, or unauthorised transactions) between the internal records and the bank records. Frequent verification and reconciliation of these two independent sets of records is important as it maintains integrity of the financial data.

The Clerk to the Trustee advised the Examiner that the Trustees had never requested a Bank Reconciliation, having been presented with a Spreadsheet and Financial Statement without any

agreement with the sums held in the bank. In order to address this weakness in internal financial control, the Clerk has spent considerable time attempting to complete a full reconciliation for the year ending 31 March 2025. Despite her best efforts a precise reconciliation has not been achieved. However the final amount of the discrepancy (£9.83) is not significant and not material in the context of the overall finances of the Council. The Examiner has agreed, subject to the approval of the Trustee, that an adjustment can be made to the accounts to enable the accounts to be in agreement with the sums held at bank as at 31 March 2025.

g) Following the Clerk's correction of a number of errors identified in the accounts during her review together with the accounting adjustment of £9.83, a revised Summary of the Accounts can be displayed as follows:

Accounts Balance b/f at 1 April 2024: £9,113.85 (confirmed with Charity Bank Statements)

Add Receipts in year 2024/25: £81,770.73 (detailed on Receipts Lists, includes the adjustment (reduction) of £9.83 to allow the Accounts to agree with the bank. See **Note 1**)

Deduct Payments in year 2024/25: £83,773.21 (detailed on the Payments Lists)

Accounts balance c/f at 31 March 2025: £7,111.37 (agreed with Charity Bank Statements)

Note 1: The Bank Reconciliation identified a minor discrepancy of £9.83. Accordingly, an entry of £9.83 has been entered in the accounts (a reduction in the Accounting Receipts for that amount) as an Accounting Adjustment to ensure the Accounts agree with the Bank Balances as at 31 March 2025 and to enable the Trustee to move forward into 2025/26 with a confirmed reconciled opening balance as at 1 April 2025.

- h) **It is considered essential for bank reconciliations to be undertaken on a monthly basis so that the Trustee can be assured of the integrity of the accounting information and the correctness of banking transactions.** The Clerk has confirmed that she has arranged for monthly bank reconciliations to be undertaken from this month (January 2026) going forward.
- i) The Overall Receipts are shown as £81,770.73 in the 2024/25 year of account and record (inter alia) Social Club Utility Contribution (£35,237), Regular Hall Hire Receipts (£20,609), Phone Mast Income (£9,295) and Hall Hire (Private) (£9,547) and the accounting adjustment (of minus £9.83) referred to above. (This compares to overall Receipts of £85,921.55 in 2023/24).
- j) Overall Payments in the year 2024/25 were recorded as £83,773.21 and included payments relating to (inter alia) Gas and Electricity (£43,050), Salaries (£15,741), Water (£4,915), Repairs and Maintenance (£3,037), and Grounds Maintenance (£1,885). (This compares to overall payments of £108,301.48 in the previous year 2023/24).
- k) **The Capital and Reserves balance at the year-end 31 March 2025 amounted to £7,111.37 (compared to £9,113.85 at the end of the previous year) and reflected the overall deficit of £2,002.48 in the 2024/25 year of account. Although this is a significant improvement upon the deficit of £22,379.93 in the previous year, the Trustee should continue to consider cost saving measures or additional income generation to provide a secure future for the Charity.**
- l) The Charity is not registered with the Information Commissioner's Office (ICO) as a Fee Payer/Data Controller for Local Charity purposes. Organisations which are established for 'not-for-profit' making

purposes can be exempt from registration; the exemption may apply to small clubs, voluntary organisations and some charities.

- m) The Charity is not registered with HMRC for VAT purposes. Should the Charity plan at some point to incur major items of expenditure (extension or other significant expenditure which would attract VAT) it could then be appropriate for the Trustee to consider whether registering for VAT may be of benefit to the Charity.
- n) The Charity has not previously maintained an Asset Register listing any buildings, equipment and machinery under the ownership of the Charity. The Clerk confirmed to the Examiner that she has recently produced an Asset Register but a lot of items belonging to the Hall have been in place for many years and no information had been retained regarding the purchase of the items. The Clerk advised that she has itemised as much as possible but still has to check what contents are covered by the insurance company and what the insurance value is. **It is recommended that the Trustee arranges for the completion of the Asset Register as soon as practicably possible in order to enhance and evidence the control over the assets held by the Charity and, in the event of any future insurance claim, to support and evidence any claim submitted to the insurers. If at all possible, the Register should include details of the date of purchase, the purchase cost, location, insurance value, and (when applicable) the date of disposal and reason for disposal.**
- o) The Insurance Policy for the year under review was presented to the Examiner. The Policy was provided by Zurich Municipal for the period 1 June 2024 to 31 May 2025 under a long-term agreement ending 31 May 2027. Public Liability cover stood at £15m. and Employer's Liability cover stood at £10m. Fidelity Guarantee insurance stood at £100,000 which covered the level of cash/bank sums held by the Charity as at 31 March 2025.
- p) Details of the current insurance cover (1 June 2025 to 31 May 2026) were provided to the Examiner. Insurance cover provided by Zurich Municipal includes the Village Hall at £1,232,381, Public Liability at £15m., Employer's Liability at £10m. and Fidelity Guarantee at £100,000.
- q) The Council's financial administration is undertaken by the Clerk to the Trustee by the use of Spreadsheets. This includes the preparation of the year-end financial statements. The Spreadsheet for Payments displays the payee, the purpose of the payment, the date and the amount of the payment to provide financial control over the transactions.
- r) Similarly, a Spreadsheet for Receipts was presented to the Examiner and displayed the date, amount received, the person/organisation making payment to the Charity and the category/sub-category to identify the reason for the receipt. The document is aimed to secure the necessary financial control over the transactions and provide clear evidence of each receipt.
- s) The Clerk to the Trustee confirmed to the Examiner that she had undertaken a comprehensive check of the entries in the Receipts and Payments Spreadsheets with the Bank Statements in order to identify the discrepancies between the sets of data. The invoices/vouchers supporting the payments made were not checked individually by the Examiner because the Examination was being conducted remotely/electronically. The Clerk to the Trustee confirmed to the Examiner that invoices/vouchers were held to evidence and support the items of income and expenditure.
- t) The Clerk to the Trustee confirmed that she is authorised to make payments for items under £1,000. The Chairman of the Trustee and the Clerk to the Trustee are signatories for the bank accounts. The Clerk advised that 3 quotations are required for work over £1,000 and payments of £1,000 and above require approval at a meeting of the Trustee. **The Charity currently does not have any formal Financial Regulations which provide wider instruction upon the financial administration and**

control that is to operate with the Charity and to act as an essential document in the overall governance of the Charity. It is recommended that detailed Financial Regulations are prepared for adoption by the Trustee as soon as practicably possible and no later than 31 March 2026.

- u) Similarly, the Charity has not previously prepared any Risk Assessment documentation to identify the significant risks faced by the Charity (both financial and otherwise) and to record the controls and actions in place to mitigate the identified risks. The Clerk advised the Examiner that work is currently underway to prepare a risk assessment for the Village Hall. It is recommended that Risk Analysis and Risk Assessment documents are prepared for adoption by the Trustee as soon as practicably possible and no later than 31 March 2026.
- v) The Clerk to the Trustee confirmed that the Charity had no debts outstanding as at 31 March 2025.
- w) The Clerk to the Trustee also confirmed to the Independent Examiner that she was not aware of any significant issues (potential legal liabilities, financial or administrative issues) which the Charity faces which could impact upon the future finances or income streams of the Charity other than the concern that the Hall is continuing to operate at a loss, not least due to the high energy costs.
- x) **The Examiner should highlight to the Trustee that:**
 - **A Reconciliation (a 'Bank Reconciliation') between the Accounts and the sums held at Bank should be completed on a monthly basis.**
 - **The scale of the deficits in the years 2023/24 and 2024/25 is unsustainable in the longer term.**
 - **The current lack of a detailed Asset Register gives rise to a degree of risk.**
 - **Financial Regulations and documentation of procedures are required to support the overall governance of the Charity.**
 - **The current lack of risk management documentation could result in significant risks being overlooked or failure to take appropriate and/or timely mitigating action.**

3. Basis of Independent Examiner's report.

My examination was carried out in accordance with the applicable 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 Trustee 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.

4. Independent Examiner's Statement.

In connection with my examination:

- a) I confirm that no material matters have come to my attention 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 2011 or the accounts did not accord with the accounting records or comply with the applicable requirements concerning the form and content of accounts.
- b) 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 (other than those matters already listed at item 2 above, with required action points shown in **bold**) in order to enable a proper understanding of the accounts to be reached.

Trevor Brown

Trevor Brown
Chartered Institute of Public Finance and Accountancy

14 January 2026