

Carleton Rode Jubilee Hall Committee

Minutes GM held on Tuesday 21st September 2021

Present: Mrs Briggs (Chair), Matt Barrett (Secretary), Gill Parkin (Treasurer), Sue Potter (Vice Chair), Pam Rush, Carol Watson, Alison Ward, Sally Hatcher, Anthony Williams and John Laurie

Apologies for Absence: None

The minutes of the Meeting on 20th July 2021 were reviewed and signed. Mrs Briggs opened the meeting and asked for election of officers to be at the end of the meeting. There were no outstanding matters from the previous minutes that were not covered in the Agenda.

Financial Update: Gill Parkin gave an update on the financial position of the hall. The bank accounts show £1,291 in the current account with £36,967 in the savings account, half of which is allocated funds for the sports court refurbishment. During the past financial year the only income from the hall was from rental income paid by the Playgroup and social club, with that income stopped during their forced closures because of COVID. It is noted that the national grant support kept the hall in credit and able to remain open. There is still work towards a grant to repair and possibly renovate the play area, an update on this is pending for November. There has been additional costs in the new year of PHS sanitary bins in the ladies toilets and commercial waste bins for hall use. *Please note that following the meeting and pre minutes that we heard back on a further grant application that was successful and ensures that the sports court resurfacing has been completely funded via outside grant applications by Lucy Kershaw. The Committee wishes to place on record special praise and thanks to Lucy for this fantastic achievement.

Sports Court: The installation was in progress at the time of the meeting (completed Friday 24th September). New Buckenham Youth Football team have taken up their booking request at 2.5 hours per week and other groups are looking to move to the court. Matt is planning a grand opening. It was agreed that there needs to be a push on promotion of the court and its use.

New entrance project: The plans were circulated and whilst the plans are agreed to be very good and with ambition, there are concerns about security of the hall and the significant loss of car parking. These points need to be addressed with the architect and the neighbouring land owner.

Venue hire and income generation: There is a theatre booked at zero cost for Saturday 13th November 2021. Midweek bookings are up with a new table tennis team playing on site and using the hall. There will be a church Christmas fair on 4th December and there has been an increase in weekend party bookings. The Social club events have grown and as a result will use the hall and pay for the use.

Maintenance: The maintenance of the previously mentioned play area is essential. There are missing and faulty bulbs in the function bar area and there is a broken window in the hall to repair.

Election of officers: Mrs Briggs announced her retirement with immediate effect from the Village hall committee due to her health issues restricting the time she can dedicate to the hall. It was acknowledged by the entire committee that 44 years of involvement since the original fundraising to buy the land and materials to build the hall were fantastic and a credit to Mrs Briggs. The Committee wishes to place on record the immense gratitude and thanks for all of her hard work. Gill Parkin also announced her resignation as Treasurer due to her moving away from the village. Gill has been an excellent treasurer steering the village hall through the difficult waters of a COVID impacted environment and the committee want to place on record their sincere thanks and appreciation for all of her efforts.

The committee then discussed the pulling together of 2 committees between the Jubilee hall and the social club to help share resources and volunteers in order to greater benefit the entire site. It was agreed to have another meeting in November involving the 2 committees having first the Jubilee Hall committee followed by the social club committee with an ambition to find the best way forward to benefit everyone.

It was agreed that Sally Hatcher would become chair following Mrs Briggs retirement, Anthony Williams would become treasurer following the resignation of Gill Parkin and that the positions of vice chair (Sue Potter) and secretary (Matt Barrett) would be unchanged.

AOB: It was raised that the defibrillator will be installed w/c 18th October. The school and church are running events for the queens celebration next year, so it was agreed to make a village wide celebration. In addition, April 2022 will mark 40 years since the opening of the hall, so it was agreed to arrange a barn dance in celebration.

Date of next Meeting: Tuesday 23rd November 2021 at 7.30pm.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Carleton Rode Jubilee Hall

No (if any)
285435

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/06/2020



To

Period end date
31/05/2021

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 £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Covid Grants | 19,091 | - | - | 19,091 | 10,000 |
| Sports Resurfacing Grant | - | 15,000 | - | 15,000 | - |
| Rent of Jubilee Hall | 7,101 | - | - | 7,101 | 14,034 |
| Other | 204 | - | - | 204 | 204 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 26,396 | 15,000 | - | 41,396 | 24,238 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 26,396 | 15,000 | - | 41,396 | 24,238 |
| A3 Payments | | | | | |
| Repairs and maintenance | 3,745 | - | - | 3,745 | 12,046 |
| Light and heating | 2,634 | - | - | 2,634 | 3,181 |
| Council Tax, water and sewerage | 355 | - | - | 355 | 1,363 |
| Insurance | 931 | - | - | 931 | 940 |
| Telephone and internet | (157) | - | - | (157) | 369 |
| Entertainment | - | - | - | - | 1,123 |
| Licenses | 180 | - | - | 180 | 549 |
| Other | 65 | - | - | 65 | 241 |
| | - | - | - | - | - |
| Sub total | 7,753 | - | - | 7,753 | 19,812 |
| A4 Asset and investment purchases, (see table) | | | | | |
| New linings | - | - | - | - | 3,228 |
| New path | 1,460 | - | - | 1,460 | - |
| Sub total | 1,460 | - | - | 1,460 | 3,228 |
| Total payments | 9,213 | - | - | 9,213 | 23,040 |
| Net of receipts/(payments) | 17,183 | 15,000 | - | 32,183 | 1,198 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 17,650 | - | - | 17,650 | 16,452 |
| Cash funds this year end | 34,833 | 15,000 | - | 49,833 | 17,650 |

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 | Treasurers Account | 2,027 | - | - |
| | Bus Bank Account | 32,806 | 15,000 | - |
| | | - | - | - |
| | Total cash funds | 34,833 | 15,000 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | Details | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | Jubilee Hall and Car Park | Fixed Assets | - | - |
| | Fixtures and Fittings in Jubilee Hall | Fixed Assets | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| Signed by one or two trustees on behalf of all the trustees | | Signature | Print Name | Date of approval |
| | |  | Matt Barrett | 31 / 03 / 2022 |
| | |  | Anthony Williams | 31 / 03 / 2022 |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Carleton Rode Jubilee Hall

On accounts for the year
ended

31 May 2021

Charity no
(if any)

285435

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 May 2021.

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

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

Claire B. Stephens

Date:

30/03/2022

Name:

Claire Stephens FCA

Relevant professional
qualification(s) or body:

Fellow of the Institute of Chartered Accountants in England & Wales

Address:

Garden House, Garden House Lane,

Rickingham

Suffolk, IP22 1EA

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.

| | |
|--------------------------------|--|
| TITLE | Carleton Rode Jubilee Hall Accounts 2021 |
| FILE NAME | Carleton Ro...ay 2021.pdf and 1 other |
| DOCUMENT ID | 269d78815b4910a85b9262005e83a491e352f8ed |
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
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| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
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| | | | - | - |
| | | | - | - |
| | | | - | - |
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| | | | - | - |
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| | |  | Matt Barrett | 31 / 03 / 2022 |
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ended

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