



Reffley Community Association
Reffley Hall
Reffley Lane
Kings Lynn
PE30 3SF

www.reffley.com

info@reffley.com

01553 670785

Chairpersons Report for AGM 2024

To begin I would like to thank you all for joining us tonight. Whilst it's not the most exciting event in our calendar, it is an important one, so thank you for your support.

Secondly, I would like to thank all of the volunteers who are sitting around this table. They give their time each and every month to plan and run events and ensure the halls are well maintained and run efficiently. Without them, we wouldn't be able to run the halls or put on the events for the community that we do.

This leads nicely to thanking our wonderful staff. Georgie (our general manager) there is nothing Georgie doesn't know about the halls. She is an asset to the committee, as she takes the pressure off the day-to-day running of the halls, so we can focus on other projects. Leanne, who took on the role of booking clerk, as well as her regular cleaning hours, ensures the booking process goes smoothly and our customers are happy. And Kris our cleaner/caretaker who is getting to grips with his extra caretaking duties, whilst carrying out those long Sunday morning cleans after private parties on Saturday nights! Without you all we wouldn't get the compliments about the halls that we do. Thank you all for your hard work and dedication.

And my final thanks go to our regular hirers, who keep a close eye on the halls and provide us with a steady income, which enables us to stay financially stable.

This year, we have continued to run our annual events; the Santa run and Halloween parties for children, as well as the regular quiz nights, an occasional bingo night, soul night and a yard sale. These are well supported and thoroughly enjoyed by the community, so will continue into the next year. We trialed family party nights in conjunction with PM Bars. Whilst these were initially well received, on occasions they ran at a loss and were therefore discontinued. However, our adult themed party nights are still well received, and we have a few in the pipeline for the coming year.

In addition to the events, we have invested in a new CCTV system to upgrade the quality of our cameras, plus replaced and extended the storage capability. This was to ensure all areas are covered after a serious assault during a private hire party and an unsuccessful attempt to break into the new storage shed in the carpark. We have also brought a CCTV system for the shed to ensure it too is fully covered and hopefully deter opportunistic thieves. This requires power in the shed and is the reason we haven't yet moved into the space. Other costs included

Registered Charity Number 288514



Reffley Community Association
Reffley Hall
Reffley Lane
Kings Lynn
PE30 3SF

repainting both halls, a new fire door, which had deteriorated, and a new manhole in the car park to name a few. In addition to these improvements we wrote and distributed a newsletter to ensure the community are kept up to date with things happening at the halls and to advertise the halls for private hire.

In the next year, our focus is on upgrading the small hall (including the toilets) to ensure it is at the same spec as the large hall and form a subcommittee for the woodland and pond area we lease. We believe this would be a great way for residents with a keen interest in the outdoor area (but with limited time or are unable to fully commit to the committee) to get involved and support us with the upkeep of the area. If this is something you are keen to find out more about, please see one of us at the end of the meeting.

As you will all know we recently led a leaflet campaign to attract new committee members to join us, so again if this is something you are interested in, please put yourself forward during the election phase of this meeting. Or to find out more, speak to one of us at the end of the meeting. Without the committee of volunteers, the halls would not be able to continue to run as a charity and the halls and areas leased would go back to the council for them to use as they see fit. Therefore, regular recruitment of committee members is vital to securing its future.

That leaves me to say a final thank you to you all for supporting us this evening. By attending this evening you have shown you care about the community and we really hope some of you will be able to join us in our efforts to hold on to such a valuable community asset.

Leanne Howell
RCA Chair

Registered Charity Number 288514

Reffley Community Association

Profit and Loss Report

01 April, 2023 - 31 March, 2024

Sales

4000 - Hall Hire	51,431.70	
4010 - Fund Raising	2,676.60	
4020 - Sales Discounts	-578.00	
4900 - Other income	164.95	
4905 - Interest received	822.56	
4920 - Commissions Received	469.20	
	
	Total Sales	£54,987.01

Direct Expenses

.....
Total Direct Expenses **£0.00**

GROSS PROFIT / LOSS **£54,987.01**

Overheads

6000 - Marketing	162.50
7000 - Employee Wages and Salaries	18,754.60
7100 - Rent	20.00
7110 - Water Rates	1,070.46
7140 - Premises Licence	116.00
7200 - Electricity	2,445.01
7210 - Gas	1,148.03
7310 - Vehicle Repair and Servicing	967.50
7510 - Postage and Carriage	12.30
7520 - Office Stationery	224.74
7530 - Telephone & Broadband	412.73

7550 - Computer & Software	1,178.21	
7620 - Consultancy & Professional Fees	809.28	
7630 - Business Insurance	1,131.39	
7700 - Equipment Maintenance	669.48	
7800 - Repairs and Renewals	8,110.75	
7810 - Cleaning	1,458.94	
7820 - Premises Maintenance	4,346.71	
7840 - Waste Disposal	410.56	
7850 - Grounds Maintenance	1,753.91	
7860 - Premises Sundry Items	332.89	
8205 - Donations	100.00	
8210 - Subscriptions	189.96	
8240 - Refreshments	209.72	
8245 - Event Overheads	2,856.98	
	Total Overheads	£48,892.65
NET PROFIT / LOSS		£6,094.36



G A Services

10 Ash Grove
South Wootton
King's Lynn
Norfolk PE30 3TS

T: 01553 670396
M: 07787100960
E: steven.garrod@gaservicesuk.com

Our Ref SG/REF002

Reffley Community Association
19 South Wootton Lane
King's Lynn
Norfolk
PE30 3BS

26th January 2024

Dear Committee

Reffley Community Association – 2023 Accounts

I, Steven Garrod can confirm that the accounting reports produced by Reffley Community Associations own staff, using the sage cloud software, have been verified to show a true and fair reflection of the association's financial position as at the 31st March 2023.

Various transactions have been cross-referenced from invoice/receipts through to the bank account and accounted for with no anomalies found.

All bank accounts, wages and debtors lists have been checked and prepared reconciliations have been verified to third party evidence. Any accruals deemed necessary have also been calculated including deposits held.

Should you require any further information or assistance, please do not hesitate to contact me.

Yours faithfully,

Steven Garrod

*G A Services Norfolk Limited - Trading as G A Services - Registered No. 1531908
Registered Office 10 Ash Grove, South Wootton, King's Lynn, Norfolk PE30 3TS. Managing Director: Steven Garrod*