



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/10/2022 Period start date To 30/09/2023 Period end date

Charity name: Narborough and Narford Community Centre

Charity registration number: 292588

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	A community centre for the use by the residents of Narborough (including the former parish of Narford) in the county of Norfolk without distinction of political religious or other opinions.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The building provides for meetings, classes, and forms of recreation and leisure time occupation with the object of improving the conditions of life for the residents. Providing and maintaining a recreation ground for the use by residents and the wider public. In such a manner as the committee of management from time to time shall deem fit having regard to Health & Safety regulations.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The public benefit is providing a social setting of a café indoor games facilities to improve health and wellbeing from under 8's football training, badminton, pickleball, also a weekly bingo evening, and social events and parties which benefit local residents and the wider public. The grounds surrounding the community centre provide for Adult and Youth football teams, along with facilities for caravan groups to stay on site using the local area. The Committee maintain the hall and grounds. Ensuring monies raised go back to maintain or enhance the building, grounds and provided for residents.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We do not make grants from our charity so have no policy on this issue. We do however support charitable events and were possible do this as a non-profit element to our finances.

Policy on social investment including program related investment	Para 1.38	We invest some of our funds in the CAF Bank Ltd which is also held as the Charities six month running costs should the Management Committee dissolve and giving the Parish Council the ability to run the charity whilst forming a new committee.
Contribution made by volunteers	Para 1.38	All the Trustees and Committee members are volunteers. We have three to four events each year these are supported by volunteers who give their time freely. Volunteers run the football teams, art class, craft morning, bingo evening, mother & Toddler morning. The Nar Valley café which is helping the well being of elderly residents in the village and wider area.
Other		<p>The Charity also supports a Pop-Up Shop and CAB advice service one afternoon a week.</p> <p>The community centre is also listed as an emergency rest centre with the local authorities to provide shelter and a safe haven in case of a natural or other disaster.</p>

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The residents of Narborough& Narford along with the wider public have enjoyed a village fair and Christmas fair. The ability of the charity to support both craft and art clubs. Also the hall used for private parties. The Carvan clubs use the recreational facilities and as such bring extra added value by way of funds and support the Sports & Social Club which benefits. Events have been put on to inform residents by the County and District Council. The Hall has been used as a poling station which gives the ability of those vulnerable residents the opportunity to vote in person.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£43409.18
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold a reserve account for 6 months running to assist the Parish Council who would be obliged to over the running if no Management Committee existed.
Amount of reserves held	Para 1.22	£17012.63
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	Purchase of Grass cutter
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Grants, Hall Hire, Weekly Bingo, and Fund raising.
Investment policy and objectives including any social investment policy adopted	Para 1.46	None for charity
A description of the principal risks facing the charity	Para 1.46	Lack of funds to maintain the building and the surrounding grounds. Being unable to support community groups.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Unincorporated
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	By Interview after self-nomination.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Charity Commission training online.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Management Committee Led by a Chair
Relationship with any related parties	Para 1.51	Parish Council support in event of Charity defaulting.
Other		

Reference and Administrative details

Charity name	Narborough & Narford Community Centre
Other name the charity uses	None
Registered charity number	292588
Charity's principal address	Narborough & Narford Community Centre Chalk Lane Narborough Kings Lynn Norfolk PE32 1SR

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)
1	Peter Wilkinson	Chairman		
2	Sarah Greeno	Secretary		
3	Lesley Wilmot	Committee Member		
4	Helen Pipe	Committee Member		
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	David Rhys Williams	
Position (eg Secretary, Chair, etc)	Chair of Management Committee and Trustee	
Date	25/03/2026	

NARBOROUGH COMMUNITY CENTRE
Accounts for the year ended 30 September 2023

INCOME	year to 30/09/2023	year to 30/09/2022	EXPENDITURE	year to 30/09/2023	year to 30/09/2022
Hall hire	13768.50	11625.50	Rates	582.34	575.20
Bingo	1706.50	1920.04	Electricity	18204.75	5451.69
Recycling	562.70	157.50	Water	569.50	1348.00
Lottery	584.50	849.00	Oil	3109.42	1200.00
Grants		6889.00	Waste	260.70	525.38
Coffee mornings	508.22	566.34	Phone	140.96	130.18
Fund raising	2550.57	1543.93	Insurance	2100.71	1689.12
Sports & Social club rent	8400.00	8400.00	Wages	10709.07	10458.08
British Sugar re tables and chairs	350.00		Repairs/Maintenance	2568.52	5800.52
Social club re electric etc	10021.06		Grounds maintenance	1064.51	
Bank interest net of charges	142.98		Childrens tables & chairs	344.06	
Sundry	64.00	454.24	Broadband	719.28	779.70
			Website	518.45	352.23
			Grass cutter		2500.00
			Laptops		1180.45
			Stationery		227.03
			Sundry	319.13	1580.38
Unidentified bankings	1942.43		Bank charges net of interest		50.79
			Repayment of grant	1426.00	
			Croner	1498.32	
			Chairs	2698.91	
			Microwave	74.99	
Deficit for the year	6308.16	1443.20			
	<u>46909.62</u>	<u>33848.75</u>		<u>46909.62</u>	<u>33848.75</u>

sgw
25/11/23

NARBOROUGH COMMUNITY CENTRE
Accounts for the year ended 30 September 2023

Balance Sheet

Funds as at 01/10/2022	46562.33
Deficit for the year	-6308.16
	<u>40254.17</u>

Represented by:

Lloyds current a/c	18820.42
CAF current a/c	4324.25
CAF Deposit a/c	17109.90

40254.57

Assets held

Laptops
Mower
Microwave
Chairs and tables

Note:

In previous year monies from the Social Club in respect of electricity and water were deducted from expenses. As the club had not been regularly invoiced this year and have paid lump sums this has been shown as income rather than set against specific expenditure

Insufficient information at the beginning of the year re income resulting in unidentified bankings

Susan J. Nairn
25/11/23





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For a number of reasons at the beginning of the year little information was provided regarding amounts paid into the bank so that analysis between hall hire, coffee mornings, bingo etc is unknown. The book kept by the caretaker indicates what cash has been received for hall hire and some information has since been obtained regarding coffee mornings and bingo but there still remains a considerable sum of unidentified bankings.

Breakdown of bankings should indicate what monies were received for and what cash has been expended.

Best practice in dealing with funds should be that a limit is set for cash payments and cheques or bank transfers to be the preferred method of payment. All cash payments should be backed up with receipts.

All bank statements should be passed to the treasurer

Two comments below from last year

I note that the CAF current account has not been used during the year but has incurred a monthly charge however I understand that this account is to be closed.

There is a lot of money in the Lloyds Current account. Unless this is needed in the immediate future could some be transferred to the deposit account to earn a little bit of interest?

While there is a deficit for the year this is partly due to the return of unused grant monies and the purchase of assets.

Susan J Nairn

25/11/2023