



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01/01/21** Period start date To **31/12/21**  
Period end date

Charity name: **Pulham Market Memorial Hall**

Charity registration number: **298789**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>Keep the trust property and the fixtures and additions thereto in good and substantial repair</b>
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	<b>Provides and maintains the village hall for meetings, classes, recreational and cultural activities for parishioners of Pulham Market and surrounding areas</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees form The General Committee. They are aware of their public duty as set out in the Lease and Trust Deed. However they have not read the guidance issued by the Charity Commission.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

## 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	<b>Maintaining the village hall for use by local organisations on a near daily basis.</b> <b>Repairs to the flat roof</b> <b>Replacement of the front entrance porch including new front fire doors and new signage</b> <b>New benches and parasols for garden area</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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	<b>The charity has a healthy surplus which is ring fenced for future capital projects. Day to day expenses are covered by hall letting income</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The charity operates 2 bank account with Barclays. An operating account for day to day expenses and a business account with 4 ring fenced funds: Fundraising, Tapestry expenses, Betty Hill donation fund and Surplus for future capital projects</b>
Amount of reserves held	Para 1.22	<b>£30719</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>None</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

### 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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Lease Trust Deed</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Trust</b>
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	<b>The General Committee consist of a representative from each organisation using the hall (not all participate), elected members and a representative from the Parish Council. In addition the committee can co-opt members</b>

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Pulham Market Memorial Hall
Other name the charity uses	
Registered charity number	298789

Charity's principal address	The Green Pulham Market Norfolk IP214SU

## 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	Darryl Parr	Chairman		
2	Michael Thawley	Treasurer		
3	Julie Jillings	Secretary		
4	Ann Ford			
5	Eileen Clarke			
6	Michael Newby			
7	Freda Smith			
8	Margaret Butters			
9	Jackie Parish			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees - names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	


## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### 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)

--

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

## Other optional information

--



## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

M I Thawley

Full name(s)

Michael Thawley

Position (eg  
Secretary, Chair, etc)

Treasurer

Date

09/11/22

**PULHAM MARKET MEMORIAL HALL - Reg'd Charity No 298789**  
Accounts for the year ended 31.12.21

INCOME AND EXPENDITURE ACCOUNT	31.12.21 £
<b>INCOME</b>	
Hall Lettings	3910.50
Fund Raising (shop bucket)	1492.84
Donation- Tenec	2000.00
Betty Hill	5320.42
Various	126.50
SNDC - Covid Grants (Loss of Income/Re-opening etc)	17907.43
Outdoor Space Grant	1748.00
Other	250.00
Bank Interest	3.36

**TOTAL INCOME** 32759.05

<b>EXPENDITURE</b>	
Caretaker	1199.84
Booking Phone	354.62
Insurance	870.61
Oil	654.37
Electricity	311.15
Anglian Water	330.62
Maintenance (incl windows, fire doors, flat roof, signage etc)	17917.76
Janitorial Supplies -Force Fresh	287.76
Window Cleaning	112.00
Advertising	80.00
Telephone and Broadband	349.08
PRS/PPL Licences	370.96
Fire Equipment Service	186.00
SNDC-Waste Disposal/Licence	238.99
Sundries	137.68
Hall hire refund	108.00
Outdoor Equipment	1809.52
<b>TOTAL EXPENDITURE</b>	25318.96

**NET RECEIPT FOR THE PERIOD** 7440.09

<b>Net Receipt BY FUND</b>	
Operating	724.99
Fundraising (incl bank int)	1496.20
Tapestry	-40.00
Betty Hill (net)	5258.90

**Total Excess over Expenditure for Year** 7440.09

31.12.20 £
6115.00
337.44
25.00
10400.00
15.94
<b>16893.38</b>

1010.82
71.61
845.32
1328.12
375.00
337.08
9743.61
120.49
144.00
0.00
365.70
0.00
139.20
238.99
37.99
78.00
0.00
<b>14835.93</b>

**2057.45**

1760.01
337.44
-40.00

**2057.45**

**PULHAM MARKET MEMORIAL HALL - Reg'd Charity No 298789**  
Accounts for the year ended 31.12.21

STATEMENT OF ASSETS AND RESERVES	31.12.21 £	31.12.20 £
<b>CURRENT ASSETS</b>		
Barclays Current Account (Operating)	1453.67	838.29
Barclays Deposit Account (Fundraising, Tapestry & Surplus)	30719.28	23894.57
	<b>32172.95</b>	<b>24732.86</b>

**REPRESENTED BY FUNDS**

<b>Operating Fund</b>	
Opening balance as at 01.01.21	838.29
Surplus for the Year	724.99
Balance as at 31.12.21	<b>1563.28</b>

<b>Fundraising Fund</b>	
Opening balance as at 01.01.21	1462.69
Surplus for the Year/Trfr from Operating	1492.84
Bank Interest	3.36
Balance as at 31.12.21	<b>2958.89</b>

<b>Tapestry Fund</b>	
Opening balance as at 01.01.21	1442.88
Expenditure for year (insur to Operating ac)	-40.00
Balance as at 31.12.21	<b>1402.88</b>

<b>Betty Hill Fund (2021)</b>	
Net Donation received	5258.90

<b>Surplus Funds</b>	
Opening/closing balance as at 31.12.21	20989.00

**TOTAL FUNDS** 32172.95

ACCOUNTS PREPARED BY TREASURER Mr M Thawley

DATE 18/4/22  
SIGNED M. Thawley

2021 REVIEWED



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Pulham Market Memorial Hall

On accounts for the year  
ended

31 December 2021

Charity no  
(if any)

298789

Set out on pages

1-3

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

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Date:

Name:

Christine Johnson

Relevant professional  
qualification(s) or body  
(if any):

Retired Accountant

Address:

Alburgh Hall

Church Road, Alburgh

Harleston, Norfolk IP20 0DB

### Section B

### Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).