

ALBURGH VILLAGE HALL

England & Wales - Charity number 303889

Details

Status Registered

Legal form Other

Registered 1962-12-17

Register [View on the Charity Commission register](#)

Contact

Address Alburgh Village Hall
Low Road
Alburgh
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Activities

Objects: THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF ALBURGH

Activities: The provision and maintenance of a village hall for the use of the inhabitants of the parish of Alburgh and neighbouring villages.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF ALBURGH
- Norfolk
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£38,722	£38,539	-	-
2024-03-31	£32,149	£34,233	-	-
2023-03-31	£45,297	£24,751	-	-
2022-03-31	£10,435	£19,691	-	-
2021-03-31	£10,723	£4,627	-	-

Trustees

Name	Role	Appointed
Mark Peter Thompson	Chair	2023-09-21
David Richardson		2025-03-13
Gary Thompson		2025-03-13
Janet Bird		2015-05-11
Louise Anne Wiseman		2024-06-13

ALBURGH VILLAGE HALL

England & Wales - Charity number 303889

Accounts



Alburgh Village Hall AGM Meeting

Minutes of the Alburgh Hall Village AGM meeting held on Thursday 22nd May 2025 at 7.30pm in Alburgh Village Hall

Agenda Item	Actions
Trustees in Attendance – Mark Thompson Chair (MT), Jan Bird Treasurer (JB), Tina Hair Secretary (TH), Louise Wiseman (LW), Dave Richardson (DR), Phyllis Wright (PW) and Gary Thompson (GT)	None
x5 members of the public attended the meeting	None
1. Apologies No apologies received. Trustees not in attendance - Jen Daulby (JD) and Tony Stiffel (TS)	None
2. Minutes of previous AGM Meeting – The Chair (MT) asked if everyone was happy with last years minutes, all agreed and minutes signed	None
3. Matters arising from previous meeting – The Chair (MT) asked if anyone had anything to discuss from previous minutes – no matters discussed by those in attendance	None
4. Chair Reports <ul style="list-style-type: none"> - MT mentioned events which had taken part across the year such as Party in the Park, Bar Nights, DJ'less Disco, regular food trucks, Stargazing events. All successful mixed attendance for different events. - Also tasks which had taken place around the hall such as roof patching due to leak, removing ladies toilets to allow improved storage for tables and chairs, x3 working parties. - MT shared over 1500 hours of volunteer time had been spent on/around the hall and village events and currently have 21 active volunteers. - MT thanked all volunteers, Trustees and residents for their time, help and support throughout the year, 	None
5. Finance Reports <ul style="list-style-type: none"> - JB discussed finance reports and shared stats for the events and expenditure with breakdowns of all areas. - JB offered finance file to show all receipts/invoices of spending of all aspects and finalised a profit of £183.00 for the year plus bar stock. - Finance reports available for anyone to look through - JB explained finances are not audited due to the low income but they are externally examined by John Willis, Chartered Accountant with Calum Ward Ltd in Harleston. The external examination of the accounts for 2024/25 will take place during June. - MT thanked JB for her hard work throughout the year and regular updates. 	None
6. Election of Trustees <ul style="list-style-type: none"> - MT mentioned that TH is stepping down at Secretary. - MT thanked TH for her hard work as Secretary for the last 3 years. TH said she would still be an active volunteer in the village and help where she can. - MT announced 4 election places for Committee plus additional positions for group representatives – MT for Parish Council, JD for Toddler Group and TS for Badminton. There are no other representatives from other village groups. - MT asked for TH to count the votes with him as an independent attendee. - Unanimous decision that current Trustees could vote for themselves in the ballot. - Votes results confirmed 4 elected positions went to JB (11 votes), LW (11 votes), DR (11 votes) and GT (10 votes). PW (1 vote), therefore was not elected - MT thanked all those for attending. Meeting closed 8.02pm. 	None



31.03.25 Financial Report Receipts / Payments for year 01.04.24 to 31.03.25 (unexamined as at 15.05.25)

Receipts	TOTALS
Hire of Hall	£ 6,164.47
Donations	£ 12,955.18
Fund raising Events	£ 1,555.60
COIF	£ 334.12
Grants	£ 900.00
HMRC	£ -
Catering	£ 434.17
Bar receipts card	£ 9,085.50
Bar receipts cash	£ 7,250.84
Misc	£ 42.58
Total Receipts	£ 38,722.46
Payments	TOTALS
M & R	£ 900.89
Security/ H&S	£ 2,280.69
Water (Everflow)	£ 295.20
Oil	£ 1,542.96
Electric (BG Business)	£ 2,456.24
Bank Charges	£ 121.05
Cleaning Materials	£ 385.60
Cleaner costs	£ 1,162.50
Commercial waste	£ 902.20
Licenses/Insurances/Rates	£ 2,196.71
Fund raising Expenses	£ 1,806.25
Telecommunications	£ 616.74
BT internet	£ 357.32
Grass Cutting	£ 300.00
Equipment	£ 1,039.91
bar stock	£ 8,769.11
Catering	£ 793.55
Misc	£ 12,612.32
Total Payments	£ 38,539.24
Receipts - Payments	£ 183.22

Headlines

- We made a small profit of £183.22 over the year.
- We spent £8,769.11 on bar stock, took £16,336.34 at the bar and still have stock to the value of over £3,000.
- Donations- we received a donation of £1,300.00 from the former Alburgh Sports and Social Club. Unfortunately, they made an error in their payment, which meant we needed to refund a sum of £11,000.00.
- Miscellaneous receipts – refunds from Tesco and website host
- Miscellaneous payments – consumables (such as ink, printer paper), over 60s event costs, Christmas tree, website host renewal, DJ for NYE, subs for village magazine, transfer to reserves account, return of £11,000 paid to us in error.
- Equipment purchases include stage gear (lights, screen) kettle, dishwasher, Christmas decs and lights, baby changing trolley, heater for kitchen,
- Maintenance and repair include 2 skips, materials for minor repair to roof, repair to emergency lighting, paint/brushes, pest control
- Security/H&S includes new electric socket in youth zone, first aid kits, purchase of 1 fire door, fitting of 2 fire doors, lockable filing cabinet, keys for Trustees.
- Catering costs relate to Breakfast Club and supply of tea , coffee etc in kitchen for general use.
- Catering receipts from garage sale, party in the park, Christmas bar night food

Overall financial position as at 31.03.25

Charitable account	7,641.57
COIF account	11,470.66
Cash	1,015.25
Tesco vouchers	41.00
Total funds	£20,168.48

Committed funds

Reserves	11,419.00
Total commitments	£11,419.00

Surplus funds £8,749.48

Plus sales value of current bar stock
Plus half tank of heating oil

Year end figure – £183.22 profit + value of bar stock



Section A

Independent Examiner's Report

Report to the trustees

Charity Name ALBURGH VILLAGE HALL

On accounts for the year ended

31st MARCH 2025 Charity no (if any) 303889

Set out on pages

PAGE 1 of 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 31/03/2025.

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below*) 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: [Signature]

Date: 3-3-2025

Name: JOHN DARRELL WILLIS

Relevant professional qualification(s) or body

INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES

ALBURGH VILLAGE HALL

England & Wales - Charity number 303889

Accounts



Treasurer's report for AGM held on 09.05.24

Receipts	23/ 24 TOTALS
Hire of Hall	£ 5,962.92
Donations	£ 1,998.17
Fundraising Events	£ 2,963.60
COIF	£ 327.56
Grants	£ 3,205.60
bar takings (card machine)	£ 7,802.90
HMRC	£ -
Catering	£ 899.00
bar takings (cash)	£ 8,733.45
misc	£ 254.70
Total Receipts	£ 32,147.90
Payments	TOTALS
Suppliers	£ 5,709.66
Security	£ 268.79
Water (Everflow)	£ 224.18
Oil	£ 1,797.08
Electric (BG Business)	£ 2,899.60
Bank Charges	£ 136.04
Cleaning Materials	£ 449.41
Caretaker Wages	£ 2,150.00
Grants	£ -
Licenses/Insurances/Rates	£ 2,999.00
Telecommunications	£ 220.96
Fundraising Expenses	£ 798.59
Equipment	£ 638.96
Grass Cutting	£ 285.00
Misc	£ 2,207.70
Catering	£ 1,516.35
Bar stock	£ 8,023.63
Maintenance and repair	£ 3,908.38
Total Payments	£ 34,233.33
Receipts - Payments	-£ 2,085.43

These accounts were subject to Independent Examination by John Willis, Chartered Accountant with Calum Ward in Harleston. A report is available for inspection.



Financial commentary:

The Hall holds 2 bank accounts – a charitable for day-to-day business and a COIF investment account which holds our reserves.

During 2023-24, the following developments took place (with approximate cost):

- significant investment was made in the fabric and function of the Hall including:
 - o boiler moved to recommended location (£1,500)
 - o improved stage front (£88.19)
 - o improved stage lighting (£1,745.40)
 - o lockable storage (£333.60)
 - o contribution to new noticeboard (£929.01 including £448 balance from Coronation fund)
 - o purchase of ice machine (£70)
- Purchase of necessary licences and insurance including:
 - o PPL/PRS licence (£154.80)
 - o Music Picture Licence (£316.57)
 - o Buildings and contents insurance (£905.24)
 - o TV Licence (£159)
 - o Alcohol licence for premises from SNDC (£23)
 - o Personal licence course and exam (£118.80) – to support best practice in selling alcohol
- Health and safety checks, inspections, repairs and equipment
 - o Fire Alarm service (£162)
 - o Electrical testing (£260)
 - o Repairs to sockets (£240)
 - o PAT testing for electrical equipment (£200)
 - o Purchase of fire blankets (£50)
 - o Purchase of carbon monoxide monitor (£17.99)
 - o Replacement of emergency light (£77.88)
 - o Intruder alarm service (£88.80)
 - o Hands free bins in kitchen (£98.98)
 - o

During 2023-24, the following grants were received and spent.

- Aug 2023 – £600 from Alburgh Town Land Estates to fund an Over 60's event. £216 was returned.
- Dec 2023 – £1,231 from South Norfolk District Council to pay for boiler move
- Jan 2024 – £269 from SNDC Members Ward Fund to pay for boiler move
- Feb 2024 – £105.60 from SNDC Members Ward Fund to pay for advertising board.



31.03.24 Financial Report
31.03.24

Receipts / Payments for year 01.04.23 to

- We paid out £2,085.43 more than we received.
- We spent £8,023.63 on bar stock but we still have stock to the value of £3,560.60.
- Miscellaneous – fire blankets, ice machine, skip, oil tank meter, Coronation funds, raffle prizes, over 60s event, lighting rig, games and books,
- Suppliers – stage lighting, boiler move, fire door, contribution to new noticeboard
- Maintenance and repair – new stage curtains, electricity certification, stage improvements, PAT testing, socket repair and replacement,

Receipts	23/ 24 TOTALS
Hire of Hall	£ 5,962.92
Donations	£ 1,998.17
Fundraising Events	£ 2,963.60
COIF	£ 327.56
Grants	£ 3,205.60
bar takings (card machine)	£ 7,802.90
HMRC	£ -
Catering	£ 899.00
bar takings (cash)	£ 8,733.45
misc	£ 254.70
Total Receipts	£ 32,147.90

Payments	TOTALS
Suppliers	£ 5,709.66
Security	£ 268.79
Water (Everflow)	£ 224.18
Oil	£ 1,797.08
Electric (BG Business)	£ 2,899.60
Bank Charges	£ 136.04
Cleaning Materials	£ 449.41
Caretaker Wages	£ 2,150.00
Grants	£ -
Licenses/Insurances/Rates	£ 2,999.00
Telecommunications	£ 220.96
Fundraising Expenses	£ 798.59
Equipment	£ 638.96
Grass Cutting	£ 285.00
Misc	£ 2,207.70
Catering	£ 1,516.35
Bar stock	£ 8,023.63
Maintenance and repair	£ 3,908.38
Total Payments	£ 34,233.33
Receipts - Payments	-£ 2,085.43

Overall financial position at 31.03.24

Business Account
6,870.24
Coif Account
11,147.02
Cash
1,515.36
Total Funds
£19,532.62

Committed funds.

Reserves
11,000.00
Over 60s event balance
216.84 (to be returned to Feoffees)
Cost of 1 fire door for Kitchen
851.66
Events planned for April/ May
485.00
Total commitments
£12,553.50

Surplus funds

£6,979.12
Outstanding invoices
563.25

Headlines



31.03.24 Financial Report
31.03.24

Receipts / Payments for year 01.04.23 to

Bar stock
3,560.60
Oil left in tank with approx. value of
165.00

Total assets
£11.267.97



Section A Independent Examiner's Report

Report to the trustees

Charity Name
ALBURGH VILLAGE HALL

On accounts for the year
ended

31ST MARCH 2024	Charity no (if any)	303889
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ended

Set out on pages

1 of 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 31-03.2.1*.

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~~ ~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than the ± disallowed items *) 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.



Date: 07.05.24

JOHN DARRELL WILLIS

INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES

Signed:

Name:

Relevant professional qualification(s) or body

IER

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Oct 2018

ALBURGH VILLAGE HALL

England & Wales - Charity number 303889

Accounts

Chairman Report - 22nd June 2023



Firstly, it gives me great pleasure to give a brief summary on how the charity has done since last April 2022. We are all fully aware that there was an 'unsettled' transition in the Summer, but I really do hope that the previous committee members who felt it was time to 'call it a day' feel that we have continued with the same energy, enthusiasm, drive and ambition to see this super charity succeed. I really do hope that any bad feelings can be swept to one side, and we can move on as a super community and continue to support all that goes on in and around Alburgh.

Now back to the matter in hand, my report! We are all aware that policies and procedures change on a regular basis, and in order to function as a professional charity we sought support from Community Action Norfolk (CAN) who have been able to provide us with approximately 2 hours a month to produce:

- Booking Forms
- Hire Agreements
- Health & Safety Documentation
- Risk Assessments
- Action Logs

And many other elements

In addition to CAN, we have also had support from locals, Nicola Dernie & Chris Bailey who have been able to assist in a voluntary capacity plus give guidance on legalities, even when we had been given templates which had been approved by the registered outfits - so my thanks goes to them for their help and support.

At the end of 2022, we said farewell to long standing Trustees, Edward & Pauline Renault who had given many, many years of their time and energy to the Hall, but felt it was time to retire from their responsibilities and enjoy life over in Harleston.

Within the past few months, we have had both Teri Legon & Jen Daulby on the committee, who have given many hours of their time, both within the Village Hall and behind the scenes, but felt it was right to end their roles due to numerous other commitments.

The committee, albeit small, has worked incredibly hard; (In no particular order)

Jan Bird has put together super financial controls and has a permanent focus on the charity's finances. Yes treasurer, but also many administrative duties have been added to this role throughout the year - alongside enjoy her retirement from being a Headteacher.

Tina Hair, whilst working full time - offering many, many hours serving customers behind the bar, keeping note of everything that meetings and collating all our Data Protection elements for the charity.

Phyllis Wright, now the longest standing individual involved with the charity, Phyllis has worked tirelessly behind the scenes with inventory of supplies to get this all up to date. AND - the Raffles, which have raised over £300 in the past year.

Finally, but by no means least; Mark Thompson. Where to start - Mark has been on speed-dial on many occasions to help with this/ & that. 'No' is not part of his vocabulary - one project finishes and the next begins, often the same day. Mark has been more than just a 'handyman', he has saved the Charity £high thousand's, possibly more, with the physical labour he has worked.

But to conclude, these four individuals aren't just my fellow Trustees, they have become friends over the year, and I would like to publicly Thank them for their support. Thank you.

There are so many things that we have worked on since August, and again in no particular order;

- Create new branding for the Village Hall, Signage & Web presence, with thanks to Suzy Sherwood & BlackDog Signs
- Active WhatsApp Groups which have meant that information can be shared quickly and effectively. Not only for the Village Hall but also trying to get the villagers to come together and help in and around the Village. This has resulted in a very active and enthusiastic Bar Volunteer group who have supported one another, often at the drop of a hat - and huge thanks to go to the Bar Volunteers who have given HUNDREDS of hours over the past months, and hopefully this team will continue to grow and prosper.
- Repaint all internal doors and replace all handles & closures, carried out by a few working parties - but what an achievement.
- Fully Renovate, Replace and Refurbish the Bar. This was our first project and one which EVERYONE jumped on board with, a real sense of Community Spirit- and decisions made as a group.
- Install CCTV to protect the building when not in use. This was on the 'to do' list - and a Grant made this achievable.
- Start the implementation of a Teen Room which will be a fabulous asset at Bar & Social Nights
- Fully Renovate and Refurbish the Stage, plus replacing of Curtains. I think it can be said, apart from Painting, Mark Thompson has delivered a super job. Over 100+ hours, but what a result.
- Mood Lighting in the Bar for Evenings
- Complete the Kitchen
- Replace all batons & felt on main roof and make good the flat roof over the bar, with Thanks to the National Lottery & Pagan Trust.
- Fundraising Events & Community Events inc. Craft Fayres and Tabletop Sales which has generated excitement for future similar events taking place in the coming year, with thanks to; Pat Goose, Jen Daulby, Phyllis W, Jan B.

I shall leave the finances to Jan Bird, Treasurer, to deliver - but all that is left for me to say is Thank you for all the support you have given myself and the team.

Finally, it hasn't been easy, but if we didn't care - we wouldn't be sat here now. Alburgh Village Hall belongs to all of us in the village and I really hope that 2023/24 sees another super year ahead.

Jason Collins
Chairperson 2022/23



13.04.23 Financial Report
31.03.23

Income / Expenditure for year 01.04.22 to

INCOME	TOTALS
Hire of Hall	£ 3,294.00
Income from closure of bar account	£ 6,789.66
Donations	£ 9,674.43
Fundraising Events	£ 690.08
COIF	£ 246.22
Grants	£ 11,642.35
Bar food and drink card payments	£ 4,228.96
Special Deposit (Rest. Funds)	£ 220.00
HMRC	£ 36.03
Catering	£ 1,202.75
Misc	£ 786.69
Bar Food & Drink Cash Takings	£ 6,485.40
Total Income	£ 45,296.57
EXPENDITURE	TOTALS
Suppliers	£ 3,611.92
Security	£ 88.80
Water (Everflow)	£ 181.68
Oil	£ 1,125.90
Electric (BG Business)	£ 2,213.27
Bank Charges	£ 106.71
Cleaning Materials	£ 256.34
Caretaker Wages	£ 1,365.00
Grants	£ 890.11
Licenses/Insurances/Rates	£ 2,065.13
Telecommunications	£ 291.26
Fundraising Expenses	£ 493.53
Special Deposit (Rest. Funds)	£ 190.00
Equipment	£ 3,252.82
Grass Cutting	£ 220.00
Misc	£ 5,322.45
Catering	£ 802.97
Bar stock	£ 2,273.54
Total Expenditure	£ 24,751.43
Profit/ Loss Apr 22 - March 23	£20,545.14

Still to be paid - £13,000 for roof work completed during this financial period.

Therefore funds available as of 31.03.23 are £7,545.14



Section A Independent Examiner's Report

Report to the trustees

Charity Name ALBURGH VILLAGE HALL

On accounts for the year ended

31st MARCH 2023 Charity no (if any) 303889

Set out on pages

PAGE 1 of 1 (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 31/03/2023

Responsibilities and basis of report

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Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

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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: [Signature]

Date: 15-01-2024

Name: JOHN DARRELL WILLIS

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

INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES