

LINGWOOD VILLAGE HALL

England & Wales · Charity number 303999

Details

Status Registered

Legal form Other

Registered 1963-05-21

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

Contact

Address Lingwood Village Hall
Station Road
Lingwood
Norwich
NR13 4AZ

Phone 01603713430

Email lingwoodvh@hotmail.com

Website <https://www.lingwoodvh.co.uk/>

Activities

Objects: VILLAGE HALL AND RECREATION GROUND.

Activities: Village Hall for the provision of facilities and recreation to the community.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Disability, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF LINGWOOD AND THE NEIGHBOURHOOD
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£171,014	£180,881	-	-
2023-12-31	£185,518	£177,640	-	-
2022-12-31	£103,738	£131,011	-	-
2021-12-31	£112,332	£114,314	-	-
2020-12-31	£81,183	£74,260	-	-

Trustees

Name	Role	Appointed
Phillip Henry	Chair	2020-02-11
Carl Johnson		2024-03-12
Dr Selwyn Stephen D'Souza		2019-02-12
Jacqui Kirby		2026-03-04
Jesse Ralph Lydka		2026-03-04
Margaret Lynne Davies		2026-03-04
Peter Garczynski		2026-03-04
Peter Miles Daines		2025-05-06
Steve Kirby		2026-03-04
Victoria Jane Millou		2026-03-04

LINGWOOD VILLAGE HALL

England & Wales - Charity number 303999

Accounts

This is the 2023 annual report for Lingwood Village Hall, charity number 303999.

It seems best to start by saying that I'm sad that this will be my last Chairman's report. By my calculations this is my 16th.

My time as Chairman has been very interesting and very rewarding. I know that many of you have heard me say this previously, but it always seems to me that the point of volunteering in your local area can often be to leave some kind of legacy. I'm very proud to be leaving this building, the team, and the processes, in a strong place with plenty of potential for the future.

My decision to stand down as a Trustee hasn't been taken lightly. I feel responsible and do have concerns about how things will carry on. This certainly isn't a reflection on those people who are already involved - they know the drill, have a good understanding of how and why things are done, and are supportive of each other and the Hall in its widest sense. My concern is that there is a huge amount of complexity. This is not a 'normal' village hall...

Sixteen years ago Lingwood Village Hall was on its knees. Talk of a new Parish Hall on the Millenium Green was a real concern and pushed me to get involved here. Since then, we've turned things around and created an absolutely fantastic facility that provides so much to so many. I'll challenge anyone to find me anything else which can get close.

Without wanting to sound patronising, the next iteration of the Trustee Committee would (in my opinion) be wise to consider the following:

Staff - we are very fortunate to have Kerry and Cherry. Without them the Hall would really struggle. There needs to be a clear line of communication and support.

Cashflow - There's not as much money in the bank account as would be prudent. Whilst there is certainly no cause for concern, it would be unwise to consider the current financial position as comfortable. It would be good to draw-up a plan to move the reserves forward to a better level.

Process - with such a complex organisation, process is needed. This can be frustrating and does mean that (at times) things can be slower to happen than would be ideal. But it does help to avoid creep and means that everyone has some idea what is happening and why.

Whiskin's - The Social Club has been a challenge throughout my time here. It's not an easy thing to manage as, ultimately, the Club is subservient to the Hall. However, over the last couple of years it's been proven possible and the Club has made huge progress. My plea is that the reasons for this success are understood by all, and used as a template to allow this progress to continue.

Speed of response - this is my last point, you'll be pleased to hear. My suggestion would be that, at least in the short-term, time is allowed where decisions are needed. This allows referral and additional thought, and protects the Hall and those making the decisions. There is so much complexity in some areas that it is very easy to make one decision that, without knowing, has an impact somewhere else. It will just take a few months to get the new team up to speed, but it's an investment (in time) worth making.

I would like to thank all those who have supported me over the past 16 years. Some of you have been with me from the start and some have dutifully served their time and moved on. You've heard me say this before but, whilst I can bang a drum, I need others to follow. I couldn't have asked for a better group to work with and I hope that you have the same sense of satisfaction and accomplishment that I do.

Thank-you.

Mrs Sarah Hunt
58 Hercules Road
Hellesdon
Norwich
Norfolk

sbmr@hotmail.com

01603 498028

26th February 2024

Lingwood Village Hall
By email

Dear Sirs,

I would like to thank Lingwood Village Hall once again for their instruction to complete an Internal Audit for the Financial Year 2023, and also thank Kerry Sturman, once again, for her time and co-operation.

The Internal Audit is not designed to detect fraud, but is a check of the financial work, policy and procedures of the Charity, however financial checks are undertaken as part of that process. I do not have copies of invoices and receipts available to check, but have checked the cashbook against the bank statement for transactional totals as a spot check.

I would suggest that payment amounts are recorded where necessary within the minutes of the Council, along with the value of quotations. This will support the excellent records are kept by Kerry on their behalf.

The payroll continues to be processed using Basic Tools and payslips have been spot checked against payments.

As always I have raised a couple of very minor points with Kerry for her information.

I enclose my invoice for your attention and would be happy to clarify any points.

Yours faithfully,

Sarah Hunt

Sarah Hunt

Sarah Hunt
58 Hercules Road, Hellesdon, Norwich, NR6 5HH
Telephone: 01603 498028 sbmr@hotmail.com

INVOICE

26th February 2024

Lingwood Village Hall
c/o Email.

To – undertaking annual Internal Audit,

£125.00

BACS Payment can be made directly to:

Sort Code: 40 47 61
Account Number: 45775981
Mrs S J Hunt

LINGWOOD VILLAGE HALL

England & Wales - Charity number 303999

Accounts

This is the 2022 annual report for Lingwood Village Hall, charity number 303999.

I want to start by mentioning that last year's AGM was on Feb 22nd.

On the 23rd, my mate, the silly old fool Brian Whiskin, passed away.

I'm proud that we've got a bar, which he did so much to nurture, named after him. I think we can all agree that the name suits and has stuck. At least he got that right...

I'm pretty sure he's sat up there watching and still calling me a muppet. I hope his perch is comfortable and he's enjoying the show. I think all who knew him miss his humour and all that he brought to this place. May he rest in peace.

I think we can finally say we're leaving Covid behind and moving forwards again! It's certainly a relief - and the building always feels better when it's busy. We've seen most of the activity return to the Hall and income suggests we're now ahead of our pre-pandemic levels.

This doesn't mean that the Hall is 'sitting pretty'. In fact, in some ways, as income (and cost) increases, we need a bigger buffer. Whilst the outlook is good, and the finances are strong, we mustn't become complacent and we have lots to do if we're to maintain our position.

It's wonderful to see that the Bar has really started to fly. A huge thanks goes to Bruce and his team for the vision and determination that they've brought. It's not been easy for them - there have been challenges. But they've taken time to listen, understand and adapt in order to continue to bring improvements. Those improvements bring more people to the building, more money, and more opportunity for others to come and enjoy our space.

Hug-A-Mug continues to thrive and my thanks goes to all of those involved. Again, it's not without challenge, and staffing, coffee machines, kitchen space, and the need for a shared space have all brought some issues. The team is constantly making adjustment to ensure that we keep on top of things and this certainly won't stop. We'll likely need to invest further to ensure we remain able to serve those hundreds of customers each week in the way we want to.

The Hall has seen additional bookings and the diary is looking healthy. Parties and weddings are returning. It's odd that our 'bread and butter' is the last of the three puzzle pieces I mention, but it's arguably the easiest to manage. We're grateful to the team who spent time of the new year painting and cleaning - it's appreciated.

So, we need to find ways to move the bank balance forwards and increase the buffer. I'm comfortable that an element of this will happen without much work as we move through 2023. But we need to find efficiencies in what we do. I've challenged Kerry and Cherry (our office team) to look at what we do and to make sure we make the most of everything. So, this year (2023) should be about evolution, not revolution - we all have a part to play.

Some things are boring when they're repeated, but I'm always proud to be able to shine a light (again) on our team. We are so fortunate to have what we do and we must thank our Trustees, Committee, Staff, and volunteers for this. We should also thank all those who support the hall, bring people to us, and ensure that there is always something happening.

A special mention is required about some words from our recent audit report. The words I wanted to highlight were - "As always you run a VERY tight ship and it was hard to find suggestions to make to you." That's certainly testament to the effort and diligence that Kerry puts in, but it's also a great reflection on all that we do and all those who do it.

This is my 15th AGM here and I do worry that we need a change. I've said before, but if anyone wants to lead the team, come and chat. This building is a part of me, but when the right person comes along, we need it to be entrusted to them.

The current trustees are Ben Bethell, Matthew Dingle, Richard Bethell, Carla Sutherland, Janet Marshall, Phil Henry, Steve D'Souza and Philip Barnes. All are standing for re-election.

2022	-	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Income	Andy Allen - Scalextric	£40.50	£40.50	£40.50	£40.50	£40.50	£40.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£243.00
	Badminton - Sunday	£0.00	£0.00	£34.50	£0.00	£0.00	£0.00	£66.00	£0.00	£0.00	£0.00	£0.00	£0.00	£100.50
	Badminton/short tennis - Monday	£0.00	£0.00	£0.00	£0.00	£130.00	£0.00	£0.00	£0.00	£0.00	£0.00	£182.01	£0.00	£312.01
	Chair Based Exercise	£0.00	£0.00	£8.50	£0.00	£0.00	£0.00	£76.50	£0.00	£42.50	£0.00	£51.00	£34.00	£212.50
	Chair Yoga	£0.00	£25.50	£25.50	£34.00	£0.00	£0.00	£0.00	£0.00	£17.00	£0.00	£25.50	£0.00	£127.50
	Ciara Boswell - Dance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£40.50	£0.00	£40.50
	Cookies Kitchen	£0.00	£0.00	£0.00	£0.00	£45.00	£17.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£62.00
	Craft & Chat	£0.00	£57.00	£38.00	£38.00	£76.00	£33.25	£19.00	£38.00	£38.00	£0.00	£76.00	£0.00	£413.25
	Creative Planet	£0.00	£0.00	£0.00	£0.00	£0.00	£17.00	£85.00	£0.00	£0.00	£0.00	£17.00	£0.00	£119.00
	Fitness at the street - classes	£87.50	£37.50	£50.00	£62.50	£50.00	£0.00	£0.00	£0.00	£137.50	£62.50	£50.00	£0.00	£537.50
	Football Fun Factory	£330.75	£0.00	£330.75	£189.00	£236.25	£189.00	£0.00	£0.00	£378.00	£189.00	£236.25	£0.00	£2,079.00
	Forever Young Fitness	£75.00	£100.00	£100.00	£112.50	£75.00	£75.00	£100.00	£162.50	£87.50	£50.00	£0.00	£0.00	£937.50
	Indoor Bowls	£0.00	£216.00	£108.00	£135.00	£108.00	£108.00	£135.00	£0.00	£0.00	£216.00	£108.00	£0.00	£1,134.00
	Indoor kids sports	£0.00	£0.00	£150.00	£0.00	£0.00	£0.00	£228.00	£0.00	£0.00	£0.00	£0.00	£0.00	£378.00
	Kids Yoga	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£51.00	£0.00	£0.00	£0.00	£51.00
	Lingwood Methodist Chapel	£0.00	£0.00	£0.00	£19.00	£38.00	£57.00	£0.00	£114.00	£38.00	£0.00	£38.00	£0.00	£304.00
	Lingwood Players	£141.75	£104.00	£586.00	£40.50	£40.50	£101.25	£0.00	£81.00	£209.25	£108.00	£118.00	£140.00	£1,670.25
	Pilates	£89.25	£0.00	£119.00	£51.00	£0.00	£102.00	£0.00	£0.00	£119.00	£0.00	£136.00	£51.00	£667.25
	Quilters	£14.50	£20.90	£0.00	£0.00	£24.00	£21.00	£21.00	£21.00	£21.00	£21.00	£12.00	£0.00	£176.40
	South Walsham Football Club	£242.00	£0.00	£278.00	£0.00	£422.00	£0.00	£226.87	£0.00	£206.00	£0.00	£278.00	£0.00	£1,652.87
	Table Tennis - Friday	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00
	Table Tennis - Thursday	£117.00	£100.00	£100.00	£0.00	£98.00	£100.00	£118.00	£100.00	£94.00	£117.00	£100.00	£121.00	£1,165.00
	Tiny Tots	£0.00	£63.40	£189.66	£159.43	£31.25	£130.40	£95.73	£0.00	£94.35	£126.08	£96.39	£0.00	£986.69
	Tots 2 Teens	£75.00	£0.00	£0.00	£87.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£162.50
	Yoga	£38.00	£57.00	£38.00	£0.00	£63.50	£40.50	£54.00	£0.00	£57.00	£47.50	£28.50	£0.00	£424.00
	Zenobia	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£156.00	£0.00	£37.50	£12.50	£0.00	£0.00	£206.00
	Zumba Gold	£0.00	£0.00	£225.00	£112.50	£106.25	£143.75	£112.50	£125.00	£56.25	£0.00	£256.25	£0.00	£1,137.50
	Zumbini	£0.00	£25.50	£25.50	£34.00	£38.25	£34.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£157.25
	Regular Hiring	£1,251.25	£847.30	£2,446.91	£1,115.43	£1,622.50	£1,209.65	£1,543.60	£365.00	£1,834.85	£1,025.08	£1,861.40	£384.00	£15,506.97
	Adhoc hire	£0.00	£0.00	£0.00	£10.00	£0.00	£20.00	£35.00	£35.00	£0.00	£5.00	£10.00	£0.00	£115.00
	Admin services	£146.88	£0.00	£0.00	£181.25	£0.00	£0.00	£258.38	£0.00	£0.00	£218.63	£0.00	£0.00	£805.14
	BBQ,s/Gas	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Car Boot - advertising	£0.00	£0.00	£0.00	£0.00	£65.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£65.00
	Car Boot	£0.00	£0.00	£0.00	£0.00	£15.00	£32.25	£0.00	£10.00	£11.25	£0.00	£0.00	£0.00	£68.50
	Cluster Membership	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Corkage	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Darts food	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Donations	£335.00	£249.15	£135.99	£113.10	£331.68	£130.75	£94.55	£180.50	£61.51	£119.50	£90.00	£75.00	£1,916.73
	Events - External	£0.00	£125.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£165.00
	Events - Hall/Social Club	£47.50	£15.00	£0.00	£673.03	£14.76	£160.00	£20.00	£597.05	£40.00	£373.00	£4,519.00	£395.55	£6,854.89
	Everbubbles - Deposit	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Everbubbles - Rent	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£5,400.00
	Food service	£122.50	£35.00	£40.00	£305.00	£126.00	£480.00	£458.00	£380.00	£237.49	£130.00	£489.00	£455.00	£3,257.99
	Friday Fun Night	£0.00	£0.00	£0.00	£226.30	£85.50	£107.00	£81.70	£82.95	£42.50	£69.00	£259.01	£27.90	£981.86
	Friday Fun Night Tuck Shop (card payments to SC)	£0.00	£0.00	£0.00	£0.00	£9.05	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9.05
	Hug A Mug - Stock/Sundries/Ingredients	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£84.51	£0.00	£0.00	£0.00	£84.51
	Hug A Mug takings	£2,600.23	£4,177.71	£6,442.33	£5,670.55	£5,986.78	£6,513.15	£5,262.30	£6,082.37	£5,256.05	£6,203.07	£8,327.57	£5,132.91	£67,655.02
	Irregular Hiring	£245.00	£300.50	£441.50	£444.50	£854.25	£574.00	£549.00	£45.00	£2,320.50	£753.75	£560.75	£560.75	£7,649.50
	Leg-its	£0.00	£115.00	£639.00	£0.00	£0.00	£0.00	£0.00	£0.00	£23.00	£0.00	£846.00	£0.00	£1,623.00
	Maintenance	£0.00	£14.66	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£8.00	£22.66
	Miscellaneous	£0.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.05	£0.00	£0.00	£0.00	£0.25
	Pension	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Petanque food	£0.00	£0.00	£0.00	£0.00	£0.00	£555.00	£264.00	£0.00	£70.00	£105.00	£120.00	£0.00	£1,114.00
	Petanque key deposit	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20.00	£0.00	£20.00
	Pool food	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Recycling credits	£261.11	£0.00	£0.00	£0.00	£0.00	£130.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£391.11
	Social Club Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Social Club Rent	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£600.00
	Social Club Reopening loan payback	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£383.09	£0.00	£0.00	£4,383.09
	Social Club Stock	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£36.86	£0.00	£36.86
	Sundry Sales	£10.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£10.00
	Other Income	£4,268.42	£5,532.02	£8,198.82	£8,123.73	£7,988.02	£10,202.15	£8,522.93	£8,912.87	£9,646.86	£8,860.04	£15,818.19	£7,155.11	£103,229.16
	Awning	£0.00	£0.00	£3,703.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,703.50
	Arqiva Ltd/Antennae Rental	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00	£1,500.00
	Back field project	£0.00	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£199.02	£0.00	£0.00	£0.00	£0.00	£1,199.02
	Unexplained Cash Deposit	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£1,000.00
	Omicron Grant	£0.00	£4,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4,000.00
	Warm Spaces Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£600.00	£0.00	£600.00
	Total Extraordinary income	£0.00	£5,000.00	£3,703.50	£0.00	£0.00	£0.00	£0.00	£199.02	£0.00	£0.00</			

Mrs Sarah Hunt
58 Hercules Road
Hellesdon
Norwich
Norfolk

sbmr@hotmail.com

01603 498028

26th February 2023

Lingwood Village Hall
By email

Dear Sirs,

I would like to thank Lingwood Village Hall for their instruction to complete an Internal Audit for the Financial Year 2023, and also thank Kerry Sturman, once again, for her time and co-operation, it is a pleasure to carry out an audit for such a superbly administered charity.

The Internal Audit is not designed to detect fraud, but is a check of the financial work, policy and procedures of the Council, however financial checks are undertaken as part of that process.

Lingwood Village Hall continues to exercise good and robust Financial checks and excellent records are kept by Kerry on their behalf.

I have once again reconciled the bank statements to the cashbook throughout the year and been provided with original documents to spot check transactions which are all in order.

The payroll continues to be processed using Basic Tools and payslips have been checked against payments.

As always I have raised a couple of very minor points with Kerry for her information.

I enclose my invoice for your attention and would be happy to clarify any points.

Yours faithfully,

Sarah Hunt

Sarah Hunt

Sarah Hunt
58 Hercules Road, Hellesdon, Norwich, NR6 5HH
Telephone: 01603 498028 sbmr@hotmail.com

INVOICE

26th February 2023

Lingwood Village Hall
c/o Email.

To – undertaking annual Internal Audit,

£125.00

BACS Payment can be made directly to:

Sort Code: 40 47 61
Account Number: 45775981
Mrs S J Hunt

LINGWOOD VILLAGE HALL

England & Wales - Charity number 303999

Accounts

This is the 2021 annual report for Lingwood Village Hall, charity number 303999.

It's been another difficult year, but it does finally seem like we're coming out the other side.

That said, a year ago I commented the same. The Hall has continued to prove its resilience and all those involved should be proud that our doors are open again and we're back, where we should be, at the centre of the community.

With the end of the furlough scheme and the gradual return to pre-covid activities, our cost base has increased again. However, it's obvious that getting back to previous levels of footfall will take more time. That lag costs us, and managing our money is difficult.

Hug-a-mug has shone once again. Our volunteers have come back as they've felt more comfortable with the situation, and we have seen the lively café we all know and love begin to return. I'm confident that we can get back to pre-pandemic levels without too much issue – a reflection of the dedication we see from our HAM team and their supporters.

The Social Club has been harder to bring back to life. Changes are being made and I'm pleased to see some new energy, particularly from our two new Committee members.

Our grounds are looking better as we gradually bring together our plans. The running track was installed early last summer and it's fantastic to see parkrun here every Saturday. The Leg-its are a credit to the village and all those involved, and have made their mark in recent weeks as the money raised at their 10k event is used to improve the back field. It feels like a real partnership which, whilst not always straight forward, exists to benefit our community by us working together. We would welcome more similar partnerships!

On the subject of working together, I'm really grateful to the Trustees and Committee. Being a part of a voluntary group, with the responsibilities each of those involved carries, is not something to be undertaken lightly. Add in the frustrations which can exist as a result of personalities, timescale constraints, communication, and the financial prudence we currently need to maintain, and it's not an easy place to be. However, I'm proud to see the same faces still here (and a couple more) – we just need to keep pushing.

One of our new committee members made me think a few weeks back. A comment was made about the difficulties of a committee lead organisation, in particular the challenges we have when we want to just get things done. It made me think, and it's true that we often feel cumbersome. However, we need to remember that, if committee life was easy, every village would have a facility like ours. Our Trustees and Committee are a shining example, though it's easy to overlook that.

On the topic of shining examples, we're also fortunate to have the staff we do. In particular, I want to thank Kerry for her dedication and hard work. She's the face of the Hall, if not the village in general, and I know that comes with its own challenges. She completes our team, and is a huge part of what makes this building, and village, what it is.

The current trustees are Ben Bethell, Matthew Dingle, Brian Whiskin, Richard Bethell, Carla Sutherland, Janet Marshall, Phil Henry, and Steve D'Souza, Philip Barnes. All are standing for re-election.

2021	-	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
	Income													
	Badminton - Sunday	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Badminton/short tennis - Monday	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Boccia	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Chair Based Exercise	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£42.50	£0.00	£76.50	£0.00	£51.00	£25.50	£195.50
	Cookies Kitchen	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£58.50	£0.00	£58.50
	Craft & Chat	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£38.00	£38.00	£57.00	£0.00	£133.00
	Creative Planet	£81.50	£0.00	£0.00	£0.00	£148.75	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£230.25
	DanceZenergy	£0.00	£0.00	£0.00	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00
	Drury Dance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Fitness at the street - classes	£0.00	£0.00	£0.00	£0.00	£81.00	£135.00	£27.00	£0.00	£150.00	£62.50	£50.00	£0.00	£505.50
	Fitness at the street - rent	£370.00	£370.00	£1,850.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,590.00
	Football Fun Factory	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£324.00	£141.75	£0.00	£236.25	£702.00
	Forever Young Fitness	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£75.00	£150.00	£100.00	£100.00	£75.00	£500.00
	Indoor Bowls	£108.00	£0.00	£0.00	£0.00	£0.00	£54.00	£108.00	£0.00	£243.00	£154.80	£108.00	£108.00	£883.80
	Indoor kids sports	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£162.00	£162.00
	Jive Bunnies	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Lingwood Players	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£162.00	£0.00	£162.00
	Pilates	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£170.00	£136.00	£110.50	£416.50
	Quilters	£0.00	£0.00	£0.00	£0.00	£0.00	£17.00	£15.00	£21.00	£15.00	£21.00	£21.00	£0.00	£122.00
	South Walsham Football Club	£0.00	£0.00	£0.00	£0.00	£0.00	£85.00	£0.00	£85.00	£260.00	£103.00	£213.00	£0.00	£746.00
	Table Tennis - Friday	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Table Tennis - Thursday	£0.00	£0.00	£0.00	£0.00	£0.00	£47.00	£92.00	£118.00	£100.00	£123.00	£100.00	£100.00	£680.00
	Tennis - MUGA	£0.00	£0.00	£0.00	£0.00	£0.00	£21.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£21.00
	Tiny Tots	£76.08	£178.54	£0.00	£0.00	£0.00	£176.44	£131.06	£0.00	£26.38	£103.00	£77.70	£140.63	£909.83
	Tots 2 Teens	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£87.50	£0.00	£0.00	£0.00	£87.50
	Yoga	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£81.00	£0.00	£0.00	£13.50	£0.00	£19.00	£113.50
	Zumba Gold	£0.00	£0.00	£0.00	£0.00	£0.00	£75.00	£125.00	£0.00	£218.75	£100.00	£150.00	£168.75	£837.50
	Regular Hiring	£635.58	£548.54	£1,850.00	£250.00	£229.75	£610.44	£621.56	£299.00	£1,689.13	£1,130.55	£1,284.20	£1,157.63	£10,306.38
	Adhoc hire	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.00	£0.00	£7.50	£5.00	£5.00	£5.00	£27.50
	Admin services	£0.00	£0.00	£0.00	£0.00	£0.00	£137.50	£0.00	£0.00	£93.75	£0.00	£0.00	£0.00	£231.25
	BBQ,s/Gas	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20.00	£0.00	£0.00	£20.00
	Business Rates refund	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Car Boot	£0.00	£0.00	£0.00	£0.00	£140.00	£175.00	£160.00	£130.00	£145.00	£0.00	£0.00	£0.00	£750.00
	Cluster Membership	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Corkage	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Darts food	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Donations	£166.00	£0.00	£150.00	£170.00	£85.00	£125.00	£71.00	£85.00	£40.00	£45.00	£60.00	£285.00	£1,282.00
	Events - External	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Events - Hall/Social Club	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£350.00	£0.00	£0.00	£4,222.50	£1,021.50	£360.05	£5,954.05
	Everbubbles - Deposit	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£450.00	£0.00	£0.00	£0.00	£0.00	£0.00	£450.00
	Everbubbles - Rent	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£450.00	£450.00	£450.00	£450.00	£450.00	£450.00	£2,700.00
	Floats	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Food service	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£195.00	£0.00	£0.00	£835.00	£1,030.00
	Friday Fun Night	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Hug A Mug - Stock/Sundries/Ingredients	£0.00	£0.00	£0.00	£0.00	£0.00	£6.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6.00
	Hug a Mug takings	£0.00	£0.00	£0.00	£0.00	£918.65	£3,032.45	£4,141.79	£3,946.37	£4,848.02	£4,441.72	£4,445.36	£4,624.12	£30,398.48
	Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Irregular Hiring	£8.00	£0.00	£0.00	£0.00	£0.00	£250.00	£8.00	£513.50	£534.50	£473.00	£664.50	£364.00	£2,815.50
	Leg-its	£0.00	£0.00	£0.00	£0.00	£640.00	£0.00	£103.00	£10.00	£0.00	£20.00	£0.00	£0.00	£773.00
	Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Miscellaneous	£0.00	£0.00	£0.00	£0.00	£4.35	£30.00	£27.30	£0.00	£0.00	£5.78	£0.00	£14.85	£82.28
	Pension	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£72.59	£0.00	£0.00	£72.59
	Petisque food	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Pool food	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Recycling credits	£198.94	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£198.94
	Social Club Donations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Social Club Rent	£50.00	£0.00	£100.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£600.00
	Sundry Sales	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Other Income	£422.94	£0.00	£250.00	£220.00	£1,838.00	£3,805.95	£5,816.09	£5,184.87	£6,363.77	£9,805.59	£6,696.36	£6,988.02	£47,391.59
	Awning	£0.00	£0.00	£0.00	£0.00	£4,938.00	£3,703.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£8,641.50
	CCTV - Parish Council Contribution	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£400.00	£0.00	£0.00	£0.00	£400.00
	Cellar Cooler	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,607.82	£0.00	£0.00	£2,607.82
	Chair Yoga booking deposit	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£50.00	£0.00	£50.00
	Covid-19 Grant	£3,200.00	£13,107.29	£0.00	£12,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£28,307.29
	Grant - Till	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
	HMRC - Job Retention Scheme	£0.00	£2,268.71	£3,902.98	£1,390.52	£0.00	£699.11	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£8,261.32
	MUGA rates	£433.44	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£433.44
	Petisque Grant	£0.00	£0.00	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£250.00
	Social Club Reopening loan payback	£0.00	£0.00	£0.00	£0.00	£2,500.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	£3,500.00
	Thompsons - paid in error	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£639.60	£0.00	£0.00	£0.00	£639.60

Mrs Sarah Hunt
58 Hercules Road
Hellesdon
Norwich
Norfolk

sbmr@hotmail.com

01603 498028

19th February 2022

Lingwood Village Hall
By email

Dear Sirs,

I would like to thank Lingwood Village Hall for their instruction to complete an Internal Audit for the Financial Year 2021, and also thank Kerry Sturman, once again, for her time and co-operation.

The Internal Audit is not designed to detect fraud, but is a check of the financial work, policy and procedures of the Council, however financial checks are undertaken as part of that process.

Lingwood Village Hall clearly continue to maintain good and robust Financial checks and excellent records are kept by Kerry on their behalf. I have reconciled the bank statements to the cashbook throughout the year and been provided with original documents to spot check transactions.

The payroll continues to be processed using Basic Tools and payslips have been checked against payments. National Insurance codes appear to be correct and all staff are being paid above minimum wage and payments adjusted when necessary, the rates change once again in April 2022 and I am sure that salaries will be reviewed at this point.

I would recommend to Trustees that the audit takes place at your offices next year to give the internal auditor access to any documents that would prove useful with greater ease.

It has once again been a pleasure working with Kerry on your audit, I would encourage Trustees to check out the Internal Controls here:

<https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities> The form is CC8 on the Charity Commission website.

I would recommend that Trustees consider a payment card, credit or debit, in the name of the Charity to enable staff to make purchases. There are many occasions throughout the year where staff and volunteers are having to make purchases on behalf of the charity – sometimes for large amounts. This is unacceptable and an alternative method of payment should be sought.

I am told that the Charity is not registered for VAT. The income is recorded on the Charity Commission website for 2019 of £115,000 and I understand from Kerry that you will exceed £85,000 income once again this year. Trustees will need to give consideration for VAT registration and should take professional advice. For the purposes of this years figures the loan and repayments made to the Social club do not count as qualifying income or expenditure.

I have also provided Kerry with a list of minor points that she may wish to raise with Trustees moving forwards.

I enclose my invoice for your attention and would be happy to clarify any points.

Yours faithfully,

Sarah Hunt

Sarah Hunt

Sarah Hunt

58 Hercules Road, Hellesdon, Norwich, NR6 5HH

Telephone: 01603 498028 sbmr@hotmail.com

INVOICE

22nd February 2022

Lingwood Village Hall
c/o Email.

To – undertaking annual Internal Audit,

£125.00

LINGWOOD VILLAGE HALL

England & Wales - Charity number 303999

Accounts

This is the 2020 annual report for Lingwood Village Hall, charity number 303999.

What. A. Year.

It's difficult to take these reports seriously given the challenges of the past year. However, we're (hopefully) coming out the other side and we have lots to look forward to.

All our staff have been furloughed to some degree through the year. Kerry has worked at least a week each month to ensure that wages are paid and that the basics aren't forgotten. I know she's keen to get back to work and a sense of normality but would thank her for another year of help.

We have some challenges as we move out of the COVID period. Financially, I'd be surprised if we don't suffer owing to the pandemic. Whilst the current bank balance may not show much degradation we have some significant costs to cover if we are to get back to where we were. But, that must be our aim, and I'm confident that, in time we can recover lost ground and move forwards again.

In many ways, Covid has brought the community together. I hope this helps the Hall and Social Club as we move forwards. As we reopen we have chance to adapt and make changes which will bring more people to the Hall.

We haven't been idle during the lockdown period. We've been interviewing staff, sorting the tender for the track on the field, and thinking about how we reopen. From March 8th Kerry will be back full time and we can start to bring the building back to life.

Here's to a better 2021 and beyond. The Hall still has more to offer and I firmly believe we're entering another exciting period.

The current trustees are Ben Bethell, Matthew Dingle, Brian Whiskin, Richard Bethell, Carla Sutherland, Janet Marshall, Phil Henry, and Steve D'Souza, Philip Barnes. All are standing for re-election.

Mrs Sarah Hunt
58 Hercules Road
Hellesdon
Norwich
Norfolk

sbmr@hotmail.com

01603 498028

25th March 2021

Lingwood Village Hall
By email

Dear Sirs,

I would like to thank Lingwood Village Hall for their instruction to complete an Internal Audit for the Financial Year 2020, and also thank Kerry Sturman for her time and co-operation.

The Internal Audit is not designed to detect fraud, but is a check of the financial work, policy and procedures of the Council, however financial checks are undertaken as part of that process.

Lingwood Village Hall clearly maintain good and robust Financial checks and excellent records are kept by Kerry on their behalf. I have reconciled the bank statements to the cashbook throughout the year and been provided with original documents to spot check transactions.

The bank is reconciled monthly.

The payroll continues to be processed using Basic Tools and payslips have been checked against payments. National Insurance codes appear to be correct and all staff are being paid above minimum wage and payments adjusted when necessary.

It may prove helpful to both staff and employer to detail on pay slips payments that are furlough and those that are for worked hours.

We have identified an adjustment that is necessary with the NEST pension scheme. I am happy to offer further support if this is required by Kerry.

The Pension re-enrolment date was 22nd July 2020 and it has been confirmed that this took place.

I have not inspected the insurance schedule, but am informed that the Chairman has investigated cover and assets are kept on an asset register.

The Finance Policy has not been reviewed for some time, Trustees may want to revisit this and reassess whether or not this still reflects their wishes or if they would like to make any changes.

This has been a difficult year to audit as all inspection has been remotely, and also as meetings did not take place as usual.

It has been a pleasure working with Kerry on your audit.

I enclose my invoice for your attention and would be happy to clarify any points.

Yours faithfully,

Sarah Hunt

Sarah Hunt

Sarah Hunt
58 Hercules Road, Hellesdon, Norwich, NR6 5HH
Telephone: 01603 498028 sbmr@hotmail.com

INVOICE

25th March 2021e

Lingwood Village Hall
c/o Email.

To – undertaking annual Internal Audit,

£125.00