

TAVERHAM VILLAGE HALL COMMITTEE

ANNUAL REPORT FOR THE YEAR MARCH 2020 – FEBRUARY 2021

Taverham Village Hall, Sandy Lane, Taverham, Norwich NR8 6JR is registered with the Charity Commissioners (No. 304086) and constituted by deed of trust.

A Management Committee comprising 7 members elected by the public and 7 members representing their organisations (the Parish Council has the right to appoint two representative members) administers the charity.

The objective of the charity is to maintain the Village Hall for the communal benefit of the inhabitants of Taverham and the neighbourhood. The Management Committee aims to provide first class hall facilities at an affordable price for meetings, recreation, and leisure time occupation with the objective for improving the life of local people.

Whilst Taverham Village Hall is run by a Management Committee (all of whom are volunteers) it relies totally on hire fees, fund raising (and occasionally donations and grants) for its income. The land it stands on and surrounding it, belongs to the Parish Council.

Our web site – www.taverhamvillagehall.yolasite.com is regularly updated by our web master Judy Cane. All our club users and organisations can have a mention of their regular and forthcoming activities.

As many will not have had the opportunity to read my 2019/20 report last year due to the first national lockdown, I start by repeating the key elements.

It may appear that I am repeating myself each year as I write this report, but it is a fact that, I am certainly fortunate to be chairman at such an interesting and lately challenging time in the further development of the village hall and working with such an enthusiastic committee with a desire to provide one of the best community village halls in the county, thus fulfilling our objectives detailed above. However, such is their enthusiasm and desire for completing improvements the reins must be pulled in at times to ensure projects, though very desirable, are financially sustainable. Having said that, I know the entire team continues to be committed to further improve the Village Hall with an impressive refurbishment and redecoration plan in place that will ensure the highest of standards are maintained.

It is hoped most will have been impressed by the improved use of space along with the quality and finish of the refurbishment to the main ladies toilet facility completed during 2019. This proved to be an ambitious project and not without issues when modifying an older building with complex services in addition to a few supplier delivery problems which unfortunately did cause the project to overrun by a few days for which I apologise for any inconvenience caused. It is hoped the colours chosen will prove to be timeless and with care will last for several years. The walls and ceilings to the gents & disabled were treated to a fresh coat of paint in our usual bright white along with new mirrors throughout and heating

systems to both the ladies and gents. Judging by the number of compliments received it is a credit to all involved.

At the same time, the Committee also invested in protective wall covering to the newly refurbished Suite1 which had suffered considerable damage to the plaster and paint finishes particularly at low level. I believe the colour chosen is timeless and complements the room and furniture.

Naturally, our ambitious refurbishment programme requires considerable financial investment, and this continues to be covered by investing some of the income received from regular and casual hirers but is also greatly supported by the hard work, relentless persistence and dedicated support provided by our fundraising team, their families, and friends and, to the generous benefactors to all of whom, on behalf of the Village Hall Committee, offer my sincere thanks.

Throughout 2020 Covid-19 has brought many challenges not only regarding health implications but also the effects on charitable organisations and Taverham Village Hall are no exception as they are dependent on income from hire fees and fundraising. The importance of taking every precaution to protect the welfare of the community and volunteers was at the forefront of our minds which is why the Village Hall remained closed to the majority particularly during the periods of lockdown. A Steering Group was created to provide help and guidance as some rules were subject to a variety of interpretations and in ensuring our facility was a covid safe environment for the few attending. I would like to thank members of the Steering Group for their help and support during this difficult period in addition to hirers and visitors who have patiently waited for their group to be permitted to return. Covid-19 has not only increased costs but frustratingly does increase the workload of everyone involved with the Taverham Village Hall and I thank you all for your patience and understanding.

Our website, taverhamvillagehall@yolasite.com will provide you with our latest covid-19 requirements.

Whilst there may still be some restrictions required, I am sure many will be glad to feel a sense of normality as most groups will hopefully start to rebuild from 21st June 2021.

Due to the pandemic, we felt it prudent not to proceed with any of our planned major capital refurbishment plans until we had the opportunity to evaluate our financial position. However, we did carry out some minor redecoration, installed sound absorbing panels in the Old Hall making it more comfortable to hear when we all get together again and replaced the four remaining emergency exit doors to improve insulation and security. This was still an investment totalling £9900 and I would like to thank Taverham Parish Council for their support.

It must be said that were it not for the financial support received from the Government and Broadland District Council our ability to create a plan for recovery would have been extremely difficult.

We were extremely pleased to be approved as a worthy cause to take part in the Broadland District Council, Community at Heart Lottery. As a registered charity fundraising is always a challenging task and by supporting the lottery through our link you can be confident in the knowledge that 50% of the income received will go directly to the Taverham Village Hall Committee towards maintaining and improving the facilities offered. And you could win a jackpot prize of £25,000.

www.communityatheartlottery.com and search for Taverham Village

In January 2021, our secretary Jo Dye made the difficult decision to leave Taverham to be close to her family in the north of England.

Jo has been an efficient and popular member of the Village Hall team and will certainly be missed by everyone. Personally, and on behalf of the Committee I would like to thank Jo for all the help and support provided and wish her every success for the future.

The daunting task of finding a replacement was eased by the response received from the advert in the Taverham Newsletter producing a considerable number of impressive applicants making the selection process highly competitive and would thank them all for their interest in joining the Taverham Village Hall team.

I would like to welcome Lorraine Russell who has accepted the role of Secretary and is looking forward to this new challenge in her career. I am confident everyone will benefit from the experience and expertise Lorraine will bring to the Village Hall.

On behalf of the entire Village Hall Committee, I would like to offer our sincere thanks to our Treasurer, Tracey Stone who has had the difficult task of ensuring we receive any additional Government funding available far beyond her job description requires. I would like to thank the Parish Council staff for fielding our enquiries from the general public and the Management Committee for their help, guidance and support again over this past year and for patiently enduring my lengthy covid-19 reports during our "virtual" committee meetings. Not forgetting our hirers as without you we would not have the ability to maintain the superb facilities offered by your Village Hall. We all look forward to welcoming you back as soon as we are permitted.

Bill Warnes

Chairman Taverham Village Hall Committee

19th March 2021

TAVERHAM VILLAGE HALL COMMITTEE
STATEMENT OF ASSETS AND LIABILITIES AT 28TH FEBRUARY 2021

MONETARY ASSETS

	2019/2020	2020/2021
Bank and Cash Balances		
COIF Charities Account	£63,241.30	£63,344.01
Fund Raising Accounts	2,199.70	4,969.11
Maintenance Accounts	8,537.14	10,309.21
Cash Floats	38.71	38.71
	<u>£74,016.85</u>	<u>£78,661.04</u>

MONETARY LIABILITIES

Outstanding to the Inland Revenue	<u>£208.06</u>	<u>£425.47</u>
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Two months employee Tax and National Insurance
(as a small employer Tax and NI is submitted on a quarterly basis)

NON-MONETARY ASSETS

Permanent Endowment

Building used by the Charity - Taverham Village Hall is owned by the Management committee and is built on Taverham Parish Council land which is leased. The current Lease expires on 14th October 2029. The rent is one peppercorn, if demanded, payable on 14th October each year. The land and buildings are vested in the Charity Commission and are dated January 1982.

Other Assets (Non-endowed)

Held for functional use by the charity. All items are in good working order. An inventory is undertaken every two years and replacements are made when necessary.

Computer - consisting of hard drive, keyboard and monitor (purchased new on 21st February 2012) at a cost of £550. Also new printer/photocopier purchased on 11th November 2017, costing £34.99. Panasonic phone and three drawer filing cabinet purchased from previous Secretary for £70 and new office chair purchased December 2006 from Staples £99.99 (for use of the Secretary at her home address).

Computer - consisting of hard drive, keyboard and monitor (purchased 1st May 2013 costing £637.40). New printer purchased on 18th June 2013 for £59.99. One answerphone purchased 20th September 2003 costing £29.88 (for the use of the Treasurer at her home address).

Seagate Portable Hard Drive - Secretary (purchased 13th February 2021 costing £59.99)

TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - MAINTENANCE ACCOUNT - YEAR ENDED 28TH FEBRUARY 2021

Receipts	2019/20	2020/21	Payments	2019/20	2020/21
Cash in Hand @ 1-3-2020	9.65	9.65	<u>Staff Costs</u>		
Cash in Bank @ 1-3-2020	9,123.55	8,537.14	Inland Revenue	1,133.12	1,202.09
			Secretary / Treasurer	13,533.66	14,181.60
<u>Hall Hire</u>			Workplace Pension	0.00	0.00
Adult Tap / Baby Ballet	1,142.70	417.40			
Afterschool/Breakfast/Playscheme	10,038.04	2,202.00	<u>Services</u>		
Alpha Course	168.05	0.00	Electricity	10,339.04	6,511.56
Art Classes	774.90	223.92	Rates	1,512.00	0.00
Barre Strength	236.50	0.00	Refuse Collection	669.10	685.50
Bootcamp	650.35	182.25	Sanitary Collection	250.37	0.00
Bridge Club	1,377.40	191.10	Spring Clean-Cleaning	10,569.17	6,112.32
Broadland DC - Polling Station	823.73	0.00	Water Rates	972.90	540.14
Broadland Dog Club	1,375.00	318.50			
C&G Assoc/First Class Learning	5,661.00	2,362.05	<u>Administration</u>		
Calm Cats	0.00	49.75	Banners	0.00	48.00
Diabetes Prevention	475.75	21.80	BT - Telephone/Broadband	829.81	649.53
Domino	368.50	81.32	Covid - Dispensers/Sanitiser	0.00	153.31
Drayton Country Market	675.51	44.33	Data Protection	35.00	35.00
EA Tennis	65.00	0.00	Fire Precautions	0.00	140.52
Fit for Life	721.65	182.60	Gifts/Presentations	35.00	30.00
Fitness/Pilates	1,562.80	796.80	Insurance	2,924.83	3,005.21
Gardner - One Off Bookings	131.80	0.00	Licences	0.00	1,298.88
Garner - Dancing	648.90	82.80	Photocopying	41.94	0.00
Hartbeeps - Baby & Toddler	1,192.31	192.18	Risk Assessment	125.00	0.00
Hatha Yoga	591.16	0.00	Stamps/Deliveries/Batteries	18.84	15.30
History Society	177.75	20.15	Stationary/Computer Sundrie	466.45	110.97
Line Dancing	397.49	195.18	Subscriptions	20.00	20.00
New Tav Players/Productions	3,161.28	258.45	Zoom Fee	0.00	57.56
Over 50's Dance	276.25	0.00			
Physio Pilates	1,296.90	266.70	<u>General Repairs</u>		
Shortmat Bowls	2,378.75	520.61	Automatic Doors - Inspection	176.40	176.40
Spinning Tops	373.42	114.38	Carpet Cleaning	160.00	0.00
Street Mogs	1,561.95	435.25	Decorating	1,070.00	260.00
Tai Chi for Health	378.47	59.40	Electrical Repairs	142.38	150.00
TALGA	19.75	0.00	General Repairs	74.98	0.00
Taverham Art Group	733.80	90.00	Sound Boards	0.00	2,700.00
Taverham Band	815.96	169.50	Plumbing / Drains	858.00	102.00
Taverham Evangelical Church	4,407.64	0.00	Roofing Repair	192.00	0.00
Taverham PC - Office/Room Hire	2,645.13	1,993.94	Sundries (Cleaning Materials)	533.27	162.26
Taverham PC Youth Club	1,026.12	1,046.64			
Taverham Table Tennis	2,695.38	928.35	<u>Capital Expenditure</u>		
TEC - Tea with Tec	145.95	0.00	Building Services	12,617.81	0.00
The Garage	0.00	109.50	Old Hall-Kitchen Refurbishment	0.00	6,936.00
Treble Melody	470.50	0.00	New Water Boiler (S1/S2)	0.00	327.99
			Second Hand Vacuum	0.00	75.00
<i>Carried Forward</i>	60,776.74	22,103.64	<i>Carried Forward</i>	59,301.07	45,687.14

TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - MAINTENANCE ACCOUNT - YEAR ENDED 28TH FEBRUARY 2021

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TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - COIF CHARITIES DEPOSIT FUND
YEAR ENDED 28TH FEBRUARY 2021

Balance as at 1st March 2020 £63,241.30

Interest 2020/21 Received

- March 2020	28.12	
- April 2020	23.32	
- May 2020	16.39	
- June 2020	12.66	
- July 2020	10.15	
- August 2020	6.32	
- September 2020	2.40	
- October 2020	0.86	
- November 2020	0.66	
- December 2020	0.68	
- January 2021	0.74	
- February 2021	0.41	£102.71

Balance as at 28th February 2021 **£63,344.01**

Note

At the beginning of the financial year beginning 1st March 2020 the following monies were held in "Trust"

For TEC Toddlers £218.44

Additional monies held in this Account are:

In respect of Stage Hire	£3,472.50
Key Holder Deposits	£120.50

Total held 'In Trust' **£3,811.44**

TAVERHAM VILLAGE HALL COMMITTEE

FINANCIAL STATEMENT - FUNDRAISING COMMITTEE-YEAR ENDED 28TH FEBRUARY 2021

	2019/20	2020/21
<u>Funds at start of Financial Period</u>		
Cash in Hand	29.06	29.06
Nat West - Current Account	190.62	181.62
Barclays - Current Account	<u>1,540.39</u>	<u>1,986.23</u>
	1,760.07	2,196.91
<u>Income for the Year</u>		
<u>Fundraising</u>		
50p Table Top Sale	166.10	0.00
Christmas Craft Fair	2,084.92	0.00
Lloyds Match Funding	0.00	1,000.00
Donations/Grants	321.05	0.00
Plant Sale	1,204.30	1,422.26
Miscellaneous (Hall Hire)	150.37	0.00
Table Top Sale - February/March	30.00	246.75
Table Top Sale - October	364.00	0.00
Taverham Fayre - July	1,594.75	0.00
Tuesday Coffee Mornings	1,199.51	0.00
Tuesday Evening Bingo	<u>903.69</u>	<u>86.40</u>
	8,018.69	2,755.41
101 Club	450.00	570.00
Less: Prize Money cashed	<u> </u>	<u>400.00</u>
	450.00	170.00
	<u>10,228.76</u>	<u>5,122.32</u>
Transfers		
To Maintenance Account from Barclays		
Fundraising Account	0.00	0.00
To COIF Account	<u>8,000.00</u>	<u>0.00</u>
	8,000.00	0.00
Reversal of Bank Duplication		14.15
<u>Funds at end of Financial Period</u>		
Cash in Hand	29.06	29.06
Nat West - Current Account	181.62	351.62
Barclays - Current Account	<u>2,018.08</u>	<u>4,727.49</u>
	2,228.76	5,108.17
	<u>10,228.76</u>	<u>5,122.32</u>

TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - 101 CLUB - YEAR ENDED 28TH FEBRUARY 2021

Nat West Account - Balance as at 1st March 2020	£181.62
Subscriptions received (Standing Orders)	570.00
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	751.62
Less : Prize money cashed between 1st March 2020 and 28th February 2021	400.00
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Balance as at 28th February 2021	<u>£351.62</u>

WINNING MEMBERS / PRIZE MONEY

March 2020	Broadland Dog Training	No. 74	£100.00
April 2020	Mrs C Ross	No. 86	25.00
May 2020	Tav Players	No. 41	25.00
June 2020	Sally Wright	No. 60	100.00
July 2020	Broadland Dog	No. 74	25.00
August 2020	Mrs J Reeson	No. 107	25.00
September 2020	Mrs M Common	No. 18	100.00
October 2020	Felicity Barber	No. 87	25.00
November 2020	Dennis Calver	No. 118	25.00
December 2020	Felicity Barber	No. 87	100.00
January 2021	Mrs E Garratt	No. 143	25.00
February 2021	Mrs M Common	No. 18	25.00
			<hr/>
			<u>£600.00</u>

TAVERHAM FAYRE 2020
INCOME AND EXPENDITURE ACCOUNT

INCOME

Cash in Hand @ 31/10/19 £19.29
 Cash in Bank @ 31/10/19 £4,163.98

Sale of Stalls

1st Taverham Scouts £50.00
 Lychgate Childrens £20.00
 Sapienta Education £10.00
 Grannys Little CH £10.00
 Priscilla Bacon £10.00
 IC Travel £10.00
 Garnish Donuts £50.00
 Sonia Palmer £10.00
 1st Taverham Scouts £50.00

Highline Refund (1st Part) £680.00
 (Climbing Wall from 2019)

£5,083.27

EXPENDITURE

Refund of Stall Fees

IC Travel £10.00
 Palmer £10.00
 Sapienta Education £10.00
 Priscilla Bacon £10.00
 Garnish Donuts £50.00
 Jasmine Tobias £10.00
 1st Taverham Scouts £50.00
 Post Office - Stamps £7.80

Cash in Hand @ 30/10/20 £11.49
 Cash in Bank @ 30/10/20 £4,913.98

£5,083.27

TAVERHAM FAYRE 2021
INCOME AND EXPENDITURE ACCOUNT

INCOME

Cash in Hand @ 31/10/20 £11.49
 Cash in Bank @ 31/10/20 £4,913.98

Highline Refund (2nd Part) £340.00
 (Climbing Wall from 2019)

£5,265.47

EXPENDITURE

Cash in Hand @ 30/10/21 £11.49
 Cash in Bank @ 30/10/21 £5,253.98

£5,265.47

Due to COVID restrictions Taverham Fayre was cancelled for 2020 and 2021, refunds were given to stallholders who had paid prior to lockdown
 Refunds from Highline were received following a dispute over payment for a climbing wall which did not arrive at Taverham Fayre 2019

Independent examiner's report to the trustees of Taverham Village Hall Committee

I report on the accounts of Taverham Village Hall Committee for the year ended 28th February 2021

Respective responsibilities of trustees and Independent examiner

As the charity's trustees you are responsible for the preparation of the financial statements.

You consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether any particular matters have come to my attention.

Basis of examiner's statement

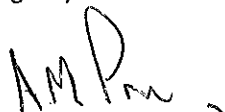
My examination was carried out in accordance with the general directions given by the Charity Commission. The examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination no matter has come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the financial statements do not accord with the accounting records.

I have completed my examination and have no concerns in respect of the matters listed above and, in connection with following the directions of the Charity Commission, I have found no matters that require drawing to your attention.



Andrew Parker FCCA

Date: 28 July 2024

Andrew Parker Associates Ltd

Unit 7 Beech Avenue Business Park

Taverham

Norwich, NR8 6HU